BOROUGH OF WALLINGTON

PROPERTY MAINTENANCE
COMPLAINT / SERVICE REQUEST FORM

Please complete this form to report a property maintenance concern within the Borough of Wallington. This form is for non-emergency issues requiring Code Enforcement review.

DATE OF REPORT: _____

1. RESIDENT / REPORTER INFORMATION

Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

Preferred Method of Contact:

☐ Phone ☐ Email

2. PROPERTY INFORMATION (LOCATION OF CONCERN)

Address of Property (Where Concern Exists): _____

_____

Nearest Cross Street: _____

Block: _____ Lot: _____

Property Type (check one):

☐ Residential ☐ Commercial ☐ Multi-Family

☐ Vacant Property ☐ Borough Property ☐ Unknown

3. NATURE OF COMPLAINT (CHECK ALL THAT APPLY)

☐ High Grass / Weeds
☐ Trash / Debris
☐ Bulk Garbage
☐ Illegal Dumping
☐ Exterior Property Maintenance
☐ Graffiti
☐ Broken Fence
☐ Junk / Abandoned Vehicle
☐ Unregistered Vehicle
☐ Overgrown Vegetation
☐ Vacant Property Maintenance
☐ Unsafe Structure
☐ Sidewalk Hazard
☐ Snow / Ice Not Removed
☐ Rodent / Pest Concern
☐ Illegal Signage
☐ Property Not Secured
☐ Aircraft / Inoperable Equipment
☐ Other (Please Specify):

_____

4. IMMEDIATE HEALTH OR SAFETY HAZARD:

☐ Yes ☐ No

If Yes, please explain: _____

_____

5. DESCRIPTION OF COMPLAINT

Please describe the concern in as much detail as possible.

_____

_____

_____

_____

_____

_____

_____

_____

_____

6. SUPPORTING DOCUMENTATION

Photos Attached: ☐ Yes ☐ No

Additional Documents Attached:

☐ Yes ☐ No

Please list (if applicable):

_____

_____

7. PERMISSION TO INSPECT

☐ I understand that Borough personnel may inspect the exterior of the property in order to investigate this complaint.

Reporter Signature: _____ **Date:** _____

BOROUGH USE ONLY

Complaint/Case #: _____

Date Received: _____

Received By: _____

Inspection Date: _____

Inspector: _____

Inspection Findings:

_____

_____

_____

Action Taken:

☐ No Violation Found
☐ Warning Issued
☐ Notice of Violation Issued
☐ Summons Issued
☐ Reinspection Required
☐ Compliance Achieved
☐ Referred to Another Department: _____

Applicable Ordinance(s):

_____

_____

Compliance Deadline: _____

Follow-Up Inspection Date: _____

Case Status:

☐ Open
☐ Pending Compliance
☐ Closed

Additional Notes:

_____

_____

_____

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