



**TOWN AND VILLAGE OF GREENE
CODE ENFORCEMENT OFFICE**

Town Hall
51 Genesee Street P.O. Box 129
Greene, NY 13778
(607)656-4191 Ext 214



**FORMAL COMPLAINT FORM – New York State Uniform Prevention and Building
Code**

Date of Complaint: _____

Received By (Office Use Only): _____

SECTION 1 – COMPLAINANT INFORMATION

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____

Email (optional): _____

Relationship / Interest in the Property or Occupant:

- ☐ Property Owner
☐ Tenant
☐ Neighbor / Adjacent Property Owner
☐ Concerned Citizen
☐ Other (please describe): _____

SECTION 2 – PROPERTY / LOCATION OF ALLEGED VIOLATION

Property Address: _____

Tax Map ID (if known): _____

Property Owner (if known): _____

Occupant / Business Name (if applicable): _____

SECTION 3 – DESCRIPTION OF ALLEGED VIOLATION(S)

Please describe in detail the nature of the alleged violation(s) of the Uniform Code of New York State.

(Include dates, times, and specific observations. Attach additional sheets or photos if needed.)

SECTION 4 – ADDITIONAL INFORMATION

Have you previously reported this issue? ☐ Yes ☐ No

If yes, when and to whom? _____

Have you spoken to the property owner or occupant about this issue? ☐ Yes ☐ No

If yes, please describe: _____

Supporting Documents / Photos Attached: ☐ Yes ☐ No

SECTION 5 – COMPLAINANT AFFIRMATION

I hereby affirm that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that this complaint will be reviewed by the Code Enforcement Office of the Town and Village of Greene for investigation into alleged violations of the Uniform Codes of New York State.

Signature of Complainant: _____

Date: _____

For Office Use Only

Received By: _____ **Date:** _____

Case / File No.: _____

Investigation Initiated: _____