



## CODE ENFORCEMENT COMPLAINT FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET ADDRESS OF COMPLAINT: \_\_\_\_\_

TYPE OF PROBLEM: \_\_\_\_\_

DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU ADDRESSED THE PROBLEM WITH THE PROPERTY OWNER? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT WAS THE PROPERTY OWNER'S RESPONSE? \_\_\_\_\_

\_\_\_\_\_

I hereby attest that the information provided, to the best of my knowledge, is true and accurate. I also understand that the information provided becomes public record and can be used by City Staff to resolve any issues related to this complaint.

SIGNATURE: \_\_\_\_\_

*To be completed by the City of Montague*

Date Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-Up Review (Date): \_\_\_\_\_

Problem Resolved: \_\_\_\_\_

Further Action Needed: \_\_\_\_\_

Additional Staff Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_