

SANDY LAKE BOROUGH PROPERTY MAINTENANCE

CODE COMPLAINT FORM

WRITTEN COMPLAINT FORM

FOR OFFICE USE

OFFICE OF CODE ENFORCEMENT

COMPLAINT NO. _____

NOTICE: Whenever a violation of this ordinance occurs, or is alleged to have occurred any person may file a written complaint. Such complaint, stating fully the cause and basis thereof, shall be filed with the Code Officer who shall investigate the matter and take action thereon as provided by the adopted ordinances.

COMPLAINANT _____ DATE _____

COMPLAINANT ADDRESS _____ PHONE _____

SIGNATURE _____

NATURE OF COMPLAINT (explain) _____

ADDRESS OF ALLEGED VIOLATION _____

OWNER OR VIOLATOR _____

BELOW FOR BOROUGH USE ONLY *****

REFERRED TO _____ DATE _____

FINDINGS OF FACT

ACTION TAKEN

SIGNED BY PROPERTY MAINTENANCE CODE ENFORCER _____