

CITIZEN COMPLAINT INTAKE FORM

Intake Date: _____ Next Date Action: _____

Refer to: _____ Department/Division/Office

Phone Letter (attach) E-mail (attach)

Via Public Official -- Name: _____

Citizen: _____

Address: _____

Phone: _____ E-mail: _____

Complaint:

Property Involved: _____

Address: _____

Other Description: _____

Tax Map # (To be added later): _____

Complaint -- General Description: _____

Probable Code Violation: Section: _____ None: _____

Referred to Department/Office/Division: _____

Follow-up:

<u>Date</u>	<u>Action</u>	<u>Initials</u>
_____	"No Violation" Letter Sent	_____
_____	Initial Follow-up Letter Sent	_____
_____	Final Follow-up Letter Sent	_____
_____		_____
_____		_____