

COMPLAINT REPORT

To increase the efficiency of our office, and to better serve the public, we ask that you complete this complaint form. We request your name, address, and telephone number so that we may contact you for additional information, if needed. Also, your willingness to provide us with this information helps us to determine the urgency of the complaint.

Date _____

Complaint received from: _____

Address _____

Phone Number: _____

Alleged Violator: _____

Location of Violation: _____

Nature of complaint: (please provide as much information as possible) _____

(PLEASE USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED.)

*****OFFICE INFORMATION*****

DATE RECIEVED _____ REPORT RECEIVED BY _____

HANDLED BY _____

RESULTS _____

COPIES TO _____