



FOREST CITY BOROUGH CODE ENFORCEMENT COMPLAINT FORM

Case #: 20 - _____

File Opened: ___ / ___ / 20___

File Closed: ___ / ___ / 20___

COMPLAINT LOCATION INFORMATION

ADDRESS OF COMPLAINT/CONCERN: _____

NAME OF PROPERTY OWNER: _____

If you do not know the specific address, be as descriptive as possible about its location.

TYPE OF COMPLAINT/CONCERN

- | | |
|--|---|
| <input type="checkbox"/> Garbage / Debris | <input type="checkbox"/> Outdoor storage |
| <input type="checkbox"/> Sidewalks (including Snow Removal) | <input type="checkbox"/> Rodent Harborage |
| <input type="checkbox"/> Unsafe Conditions | <input type="checkbox"/> High Grass |
| <input type="checkbox"/> Broken Windows / Missing doors | <input type="checkbox"/> Substandard Building |
| <input type="checkbox"/> Vehicle abandoned Make/Model: _____ | <input type="checkbox"/> Other: _____ |
- License Plate: _____

ADDITIONAL NOTES:

REPORTING PARTY INFORMATION

NAME: _____ PHONE# _____

Mailing Address: _____

Email Address: _____

FOR OFFICE USE ONLY

Received by: _____ Date: ___ / ___ / 20___ Time: _____

DATE & TIMED WHEN ASSIGNED TO CODE OFFICER: _____

DATE & TIMED WHEN ASSIGNED TO COUNCIL MEMBER(S): _____

PICTURES RECEIVE/TAKEN: YES or NO DATE: ___ / ___ / ___ TIME: _____



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Date	Action Taken	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CODE OFFICER CASE NOTES:

APPEAL REQUEST: _____ APPEAL DATE: _____ COURT DATE: _____ COURT TIME: _____

ACTION TAKEN: _____