Town of Sodus Code Enforcement

Complaint Form

SECTION 1: <u>YOUR</u> CONTACT INFORMATION

(This is your information, not the person you are reporting. <u>Your complaint will be kept confidential</u>. Please fill out this section completely so the Code Enforcement Officer can review and investigate.)

Date: _____

Name: _____

Address: _____

Phone Number: _____

SECTION 2: PROPERTY / SUBJECT OF COMPLAINT

Property Address: _____

Property Owner Name (if known): _____

Owner Phone Number (if known): _____

SECTION 3: COMPLAINT DETAILS

Please provide a detailed description of your concerns: (Attach additional sheets if needed)

SECTION 4: OFFICE USE ONLY

☐ **Property Maintenance** ☐ **Junk / Debris** ☐ **Unsafe Structure** ☐ **Zoning Violation**

☐ **Other:** _____

☐ **Photos Attached** ☐ **Letter Sent:** _____ ☐ **Certified Letter:** _____

Action Taken:

Remediation Date: _____