

Property Maintenance Complaint

Address of problem: _____

Owner: _____

Reported by: _____

Date: _____ (name) Time: _____ (phone) Rcvd by: _____

- Structure** not in good repair or structurally sound (6-21-4-1)
- Accessory structures** not in good repair or structurally sound (6-21-4-3)
- Exterior** not maintained in good condition and weather resistant (6-21-4-4&6)
- Foundation** wall cracked or broken (6-21-4-5)
- Roof and drainage** not in good condition (6-21-4-7)
- Broken doors or windows** (6-21-4-12)
- Unsafe building** (6-23-4 and 3-2-1-cc)
- Junk and **inoperable vehicle(s)** (3-3I-6 and 3-2-1-hh)
- Accumulation of **garbage, waste material, yard waste** (3-1-12 and 3-2-1-R)
- Unoccupied and **unsecured** building (3-2-1-bb)
- Dense growth of **weeds, grasses, vines, or brush** (3-2-1-K)
- Non-permitted **home occupation** (5-1D-8)
- Other:** _____

Notes: _____

Follow up:	<u>Date</u>
<input type="checkbox"/> Added to list	_____
<input type="checkbox"/> Site visit & photos	_____
<input type="checkbox"/> Letter sent	_____