

Complaint Tracking

File #:

Received by:

Date:

Name of Complainant:	Phone Number:	Address of Complainant:
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Address of Complaint:	Assessor's Map:	Tax Lot:
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Nature of Complaint:

Signature:	Date:
Name and Mailing address of Property Owner:	
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Forwarded for Investigation to:

Recommended Action To Resolve:

Action approved by Mayor to be taken:

Mayor's Initials:

Date:

Complaint Forwarded for Action to:

Action Taken:

Date Action Completed:

Date Complaint Closed: