

PROPERTY MAINTENANCE COMPLAINT

Property Maintenance complaints are responded to by the building inspector. Please print and complete the form below for maintenance problems with rental property or any other problems you may encounter.

Date Filed: _____ **Complaint #** _____

Complainant: _____

Address: _____

City/State/Zip _____

Phone: _____

Property Address: _____

Subdivision: _____

Street: _____ Lot: _____ Apartment Number: _____

Owner:

Name _____

Address: _____

City/State/Zip _____

Complaint Summary: (Describe the problem in your own words, in the space provided below.)

Inspection Report:

Date: _____ **Inspector(s):** _____

Findings: [Details, violations, etc.]

Recommended Action:

Date Completed: _____

Verified: _____

