

# EAST PROSPECT BOROUGH COMPLAINT FORM

**\*ALL INFORMATION REQUESTED IN THE TOP HALF OF THIS FORM MUST BE COMPLETED.**

\*DATE \_\_\_\_\_

\*PROPERTY OWNER'S NAME (if known) \_\_\_\_\_  
*(Property you are complaining about)*

\*ADDRESS \_\_\_\_\_  
\_\_\_\_\_

\*DESCRIPTION OF COMPLAINT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*COMPLAINANT'S *(your)* NAME \_\_\_\_\_

\*ADDRESS *(your)* \_\_\_\_\_

\*PHONE \_\_\_\_\_

## ACTION TAKEN BY BOROUGH (for office use only)

Date Inspected \_\_\_\_\_ By \_\_\_\_\_

Problem Found \_\_\_\_\_  
\_\_\_\_\_

Notification made by Borough

Letter \_\_\_\_\_

Certified Mail \_\_\_\_\_

Personal Visit \_\_\_\_\_

Other \_\_\_\_\_

MS4 \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_