

PROPERTY MAINTENANCE ISSUE COMPLAINT FORM

This form is for reporting observed Property Maintenance Issues that could be a threat to the environment or which are in violation of City Codes or Ordinances.

At a minimum the two blocks numbered and in bold print are to be filled in with the indicated information AND specific notes provided in the comment section under the complaint description that is checked and selected.

All other blocks are optional for the person submitting the complaint.

1) Date Filed:	Person Filing Complaint (Optional)	Contact Info: (Optional)
2) Address or Location where the Property Issue was observed:		
The following complaints cover some of the more prevalent Property Maintenance Issues, which can impact the environment or public safety.		
COMPLAINT DESCRIPTION		
Please place an X in the block next to the complaint description that applies to the nature of Property Maintenance Issue you are reporting.		
	Excessive debris, rubbish, litter or refuse. Airtight containers such as abandoned refrigerators that provide the potential for entrapment of small children. Additional Specifying comments:	
	Inoperable or junk vehicles not screened from view. Additional Specifying comments:	
	Weeds, grass and unhealthy growth exceeding twelve (12") inches in height. Additional Specifying comments:	
	Sewage or water leaking on the premises. Additional Specifying comments:	
	Electrical service in disrepair and unsafe to public and occupants. Additional Specifying comments:	
	General concerns regarding and observed condition that does not fit one of the complaints Described above, but still presents a possible threat to public safety or environmental compliance. Additional Specifying comments:	
Please note whether you want feedback on the follow up of this complaint: Yes _____ No _____ If yes – how do you wish to receive this feedback?		
Please forward the completed form to Bureau of Inspections, P. O. Box 179, Franklin, VA 23851, by mailing, OR FAX to 757 562-0870, OR email this form electronically to the Inspections Department. The Bureau of Inspections will do an inspection and take the necessary remedial steps to eliminate the problem.		