

# PEN ARGYL BOROUGH CODE ENFORCEMENT

11 North Robinson Avenue ♦ Pen Argyl, Pa. 18072 ♦ (610)-863-1821 ♦ Fax (610)-863-7543

## COMPLAINT SHEET

Date of Complaint: \_\_\_\_\_

Received by: \_\_\_\_\_

### Person Filing Complaint

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

This above fields is necessary in the event additional information is required. All personal information provided will be kept confidential when dealing with the Responsible Party.

### Property Information

Address of Violation (Number & Street): \_\_\_\_\_

Is the premise vacant or occupied: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### Description of Complaint

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the violation visible from the public right-of-way: Y / N

Is the violation visible from your property: Y / N

If yes, do we have consent to enter your property to view the violation: Y / N

Please note all complaints are handled with complete discretion.

### INTERNAL USE ONLY

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_