

# EAST PROSPECT BOROUGH COMPLAINT FORM

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

\*DATE OF COMPLAINT \_\_\_\_\_

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

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

DATE AND TIME OF INCIDENT \_\_\_\_\_

\*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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_