

**VILLAGE OF NEW AUBURN
PROPERTY VIOLATION COMPLAINT REPORT**

If you want to report a potential code violation, **please provide the exact address of the property** where you believe a violation exists **or the address of an adjacent property**. If there is a building permit or large sign posted on the site of a violation, please also provide the project or permit number. Our ability to locate and confirm a violation is improved if you provide as much detail as possible.

In cases in which inspection of the interior of a dwelling unit or structure is required, a contact name and number of someone who can let the inspector inside is very helpful. The inspector must observe a violation before enforcement action can be taken. This contact information will make it more likely that the inspector will be able to gain entry to observe interior violations. If neither the property owner nor resident will provide access, we will be able to address only exterior violations we observe.

Property address of violation: _____

Violation type:

- | | |
|---|--|
| <input type="checkbox"/> Overgrowth | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Junk, trash, or debris | <input type="checkbox"/> Broken window(s) |
| <input type="checkbox"/> Barking dogs | <input type="checkbox"/> Needs paint |
| <input type="checkbox"/> Inoperative vehicles | <input type="checkbox"/> Missing siding/exposed insulation |
| <input type="checkbox"/> Fence violation – lot line violation or reversed fencing | <input type="checkbox"/> Vacant/open structure |
| <input type="checkbox"/> Unsecured pool | <input type="checkbox"/> No heat |
| <input type="checkbox"/> Running a business in a residential zone | <input type="checkbox"/> Faulty plumbing |
| <input type="checkbox"/> Illegal apartments | <input type="checkbox"/> Faulty electric |
| <input type="checkbox"/> Illegal signs | <input type="checkbox"/> Other |
| <input type="checkbox"/> Commercial vehicles in residential zone | _____ |

Detail of violation(s) include as much information as possible. Use separate piece of paper if necessary. List the date of the violation began, names, property address, your complaint or the violation, and the ultimate goal (what do you foresee the end result to be). All complaint forms will be shared with Village Board Members at the Regular Board Meetings in their agenda packet and up for discussion at Open Meetings.

You may remain anonymous; however, when giving your name you may request that the department not release your identity in connection with an investigation. *(You should be aware, however, that if enforcement action results in court proceedings, it may not be possible to keep your name confidential).*

If you do provide your name and a contact telephone number and address, you may request to be contacted by the inspector investigating the reported violation.

Name _____ Phone _____

Address _____

Received in office: _____ by _____ mail office