

## 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"/> Grass or vegetation overgrowth              | <input type="checkbox"/> Broken window(s)   |
| <input type="checkbox"/> Junk, trash, or debris                      | <input type="checkbox"/> Needs paint  |
| <input type="checkbox"/> Barking dogs or Dogs-At-Large (DAL)         | <input type="checkbox"/> Missing siding/exposed insulation                                |
| <input type="checkbox"/> Inoperative vehicle(s)                      | <input type="checkbox"/> Vacant/open structure  |
| <input type="checkbox"/> Fence violation                             | <input type="checkbox"/> Apartment condition (no heat, faulty plumbing or electric, etc.) |
| <input type="checkbox"/> Unsecured pool                              | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Running a business in a residential zone    | _____   |
| <input type="checkbox"/> Illegal apartments                          | _____   |
| <input type="checkbox"/> Illegal signs                               | _____   |
| <input type="checkbox"/> Commercial vehicles in residential district | <input type="checkbox"/> Village Personnel  |
| <input type="checkbox"/> Structure or permitting issue               |   |

*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.*

How may we contact you? *(please print)*

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 \_\_\_\_\_

## Office Use Only

Received by \_\_\_\_\_ ☐ mail ☐ office Date \_\_\_\_\_ Time \_\_\_\_\_