



Complaint No. \_\_\_\_\_

**Date Enforcement officer received complaint:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Mailing Address:** \_\_\_\_\_

**Property Tax ID:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Date of initial inspection:** \_\_\_\_\_ **Pictures/Video taken:** Yes \_\_\_ No \_\_\_

Inspection comments/recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Letter mailed:** Yes \_\_\_ No \_\_\_ **If yes, date mailed:** \_\_\_\_\_

**Follow up date:** \_\_\_\_\_

Follow up comments/recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ticket issued:** Yes \_\_\_ No \_\_\_ **If yes, date mailed:** \_\_\_\_\_

**Court date/time:** \_\_\_\_\_ **Court Decision:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional comments/follow up:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date closed:** \_\_\_\_\_ **Final comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_