

COMPLAINT FORM

TOWNSHIP OF ADDISON
Department of Building & Zoning
1440 Rochester Road, Leonard, MI 48367
Office (248) 628-5409 Fax (248) 969-3587

CONFIDENTIAL

THE FOLLOWING INFORMATION MUST BE COMPLETED IN ORDER TO FOLLOW-UP ON COMPLAINTS; NO PERSONAL INFORMATION IS GIVEN OUT WITHOUT YOUR CONSENT:

COMPLAINANT'S NAME (please print)	TELEPHONE NUMBER
ADDRESS	EMAIL ADDRESS
SIGNATURE X	DATE

I WISH TO MAKE A COMPLAINT AGAINST THE FOLLOWING:

PROPERTY OWNER'S NAME (if known)	DATE
ADDRESS:	

NATURE OF COMPLAINT

DATE AND TIME THIS CONDITION WAS OBSERVED: _____

WARNING: IT IS UNLAWFUL TO FILE A FALSE COMPLAINT AGAINST SOMEONE.

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE RECEIVED	DATE INSPECTED
COMMENTS	

REPLY LETTER YES (date): _____ NO
VIOLATION NOTICE YES (date): _____ NO
ISSUE TICKET YES (date): _____ NO