



Complaint Description

Your Name: \_\_\_\_\_ Your Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Describe the issue(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Address in Question: \_\_\_\_\_

How long has this been a problem: \_\_\_\_\_

Do the Homeowner's live at the property: YES or NO

Is the Property Vacant: YES or NO

Do we have your permission to enter your property to evaluate the situation: YES or NO  
(take pictures, notes and assess the property in question)

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



OFFICE USE ONLY

Date Notified CHCA Inspector: \_\_\_\_\_

Date Notified City Inspector: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_