

Property Maintenance Complaint Process

Once you have submitted your complaint, the Codes Compliance Official will visit the property to inspect for the alleged violations noted on the complaint form. If the Codes Compliance Official is already currently working on a previous complaint on the subject property, your complaint will be added to the pending action(s).

Once the Codes Compliance Official has inspected the subject property, one of two actions will take place:

1. If the Codes Compliance Official finds a violation, then a violation will be issued.
2. If the Codes Compliance Official determines that subject property has not violated Borough Code and that the complaint is not valid, a \$25.00 per hour charge will be invoiced to a complainant for the Codes Compliance Official's time.

Borough of Elizabethtown

Office of the Codes Compliance Official PROPERTY MAINTENANCE COMPLAINT FORM

(Please type or print in ink legibly)

To ensure prompt inspection services, please complete the information as accurately as possible.

Address of Violation: _____

Type of Violation: (Check all that apply)

- Sanitation Complaint
- Structure Complaint
- Plumbing Complaint
- Electrical Complaint
- Vector Complaint - Rats
- Sidewalk Complaint (Including Snow Removal)
- High Grass & Weeds Complaint - Stuct. On Lot
- High Grass & Weeds Complaint - Vacant Lot

- Zoning Complaint
- Vacant Structure
- Trash
- Outside Storage
- Abandon Vehicles
- Other: _____

Nature of Complaint: _____

**THE FOLLOWING INFORMATION CAN NOT BE DIVULGED AND IS EXEMPT FROM THE RIGHT TO KNOW
LAW (65 P.S. §67. 708 (B)(17).**

Complainant Name

(_____) _____
Complainant Phone Number

Complainant Address

NOTE: All of the above information must be completed to accurately respond to the complaint.

Submission of a false statement to a public official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Code, constitutes a misdemeanor of the third degree of offense, punishable by a fine and imprisonment of not more than one year.

Can we contact you to appear in court for the violations noted? Yes No

Signature

_____/_____/_____
Date