

# Borough of Elizabethtown

Office of the Codes Compliance Official  
600 S. Hanover Street, Elizabethtown, PA 17022  
Phone: 717-367-1700 Fax: 717-367-6800

## PROPERTY MAINTENANCE COMPLAINT FORM

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

Zoning Complaint

Structure Complaint

Vacant Structure

Plumbing Complaint

Trash

Electrical Complaint

Outside Storage

Vector Complaint- Rats

Abandoned Vehicles

Sidewalk Complaint (Including Snow Removal)

Other: \_\_\_\_\_

High Grass & Weeds Complaint-Struct. On Lot

\_\_\_\_\_

High Grass & Weeds Complaint- Vacant Lot

Nature of Complaint: \_\_\_\_\_

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**THE FOLLOWING INFORMATION CAN NOT BE DIVULGED AND IS EXEMPT FROM THE RIGHT TO KNOW LAW (65 P.S. §67.708(B) (17).**

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\_\_\_\_\_  
Complainant Name

\_\_\_\_\_  
Complainant Phone Number

\_\_\_\_\_  
Complainant Address

Note: All the above information must be completed to accurately respond to the complaint.  
***Submission of a false statement to the public official, pursuant to Section 4904 if 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

## **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 \$35.00 per hour charge will be invoiced to a complainant for the Codes Compliance Official's time.**