|  |  |  |
| --- | --- | --- |
| C:\Users\Jerry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\T64ZQUE0\logo (002).jpg | Scottsville Code Enforcement  110 S. Court St.  (Washington Building)  Scottsville, KY 42164 | (270) 606-0394  jbiddle@cityofscottsville.org |

# Code Enforcement Complaint Form

## Reporting Party Information OR please circle (Anonymous)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | | |
| Are you a Tenant of this property? | | | YES | NO | If no, proceed to Violation Location… | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If so, have you notified your landlord in writing? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have there been any response to complaint? | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Violation Location and Property Owner (if known)

Address of Violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not known, General location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owners Name/if known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owners Phone number/if known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

Continued, on Next Page

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Nature of Complaint (please be specific in describing what complaint is about)

|  |  |  |  |
| --- | --- | --- | --- |
| May I contact you for any further information? | YES | NO |  |

## Information

It is the intent of Code Enforcement to resolve a complaint and/or achieve voluntary compliance in a timely manner. The property owner is ultimately responsible for bringing the property into compliance as per zoning, building, health, safety, related codes, regulations and ordinances. In instances of disputes between tenants and landlords, this department encourages tenants to contact landlords/property owners in **writing** and allow a reasonable time for resolution prior to filing this complaint. Complaints pertaining to imminent health hazards that are brought to this department’s attention may be immediately referred to the appropriate program and may be taken without a complaintant’s signature. All other complaints MUST be filled out completely AND SIGNED by the complaintant.

## Signature of Reporting Party (identity of reporting party is considered confidential)

I certify that my answers are true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**INSTRUCTIONS: PLEASE RETURN TO CODE ENFORCEMENT OFFICE, LOCATED ON 3RD FLOOR OF WASHINGTON CENTER. IF NO ONE IN OFFICE, PLEASE SLIDE UNDER DOOR. YOU CAN ALSO EMAIL FORM TO EMAIL ABOVE.**