City of Moundsville Building Department
Property Maintenance
Complaint Form

Please print clearly, if we cannot read the form, we will not be able to pursue the complaint.

Date_____

Address of Complaint _____

Have you reported your Complaint Before? ☐ Yes ☐ No

If YES to whom or what Department _____ Date_____

Type of property: ☐ Owner/Occupied ☐ Rental ☐ Commercial

Specific details and location of the violation (Front porch, Side yard, etc.) _____

_____

Type of Violation: (Check all that apply)

☐ Vacant / Dilapidated	☐ No Building Permit	☐ Zoning Complaint
☐ Sidewalk	☐ Garage / Outbuilding	☐ Abandon Vehicles
☐ Parking	☐ Plumbing / HVAC	☐ Trash / Debris
☐ Electrical	☐ Outside Storage	☐ High Grass & Weeds
☐ Camper / RV	☐ Continuous Yard Sale	☐ Rats, Roaches, Animals
☐ Other:_____		

Complainants Information
PRIORITY WILL BE GIVEN TO COMPLANTS WITH CONTACT INFORMATION

Name _____

Address _____

Phone_____

THE PERSON OR PERSONS FILING THIS COMPLAINT SHALL UNDERSTAND THAT BY SIGNING AND/OR ATTESTING TO THE INFORMATION CONTAINED HEREIN MAY BE ASKED AND/OR SUMMONED BY THE CITY OF MOUNDSVILLE TO PROVIDE TESTIMONY ON THE COMPLAINT. THE CITY OF MOUNDSVILLE DOES NOT GUARANTEE ANY RESULTS UPON PURSUANCE OF A COMPLAINT. THE BUILDING DEPARTMENT SHALL REVIEW THE ALLEGED COMPLAINT AND WILL DETERMINE HOW TO ADDRESS THE ALLEGED COMPLAINT AFTER REVIEW. PLEASE SIGN BELOW THAT YOU AGREE AND ATTEST THAT THE COMPLAINT DESCRIBED ABOVE IS TRUE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.

Signature _____

Permission granted to view subject property from your property located at _____ ☐ Yes ☐ No

FOR BUILDING DEPARTMENT USE ONLY

Date of Investigation _____ Building Official _____

Findings: ☐ Violation Exists ☐ Unfounded Complaint ☐ Referred to_____

☐ Action Letter Issued ☐ 10 Day ☐ 15 Day ☐ 30 Day Date_____

☐ Summons to Appear / Citation Date_____

☐ Violation Resolved. Date_____

Revised March 2016