



CITY OF HALLSVILLE

Citizen Complaint Form

INSTRUCTIONS: This form is designed to process and expedite complaints or request for city services. Requests will be processed in the order received unless it is an emergency. Please fill out the following to report **COMPLAINTS**. This form will assist the Code Compliance Department in tracking violations. **Please email form to gabby@hallsville.us or return it to the City's Code Enforcer's Office.**

Date: _____ Location / Address of Property: _____

REPORT OF COMPLAINT INVOLVING:

- Junk Vehicle Junk & Debris High Grass & Weeds
- Bad Fence Yard Parking Trees overhanging Street
- Substandard House Dilapidated Accessory Bldg. Drainage way
- House Numbers Garbage/Brush Stagnant Water
- Health Hazard Yard Sale Violations Work without Permit
- Zoning Violation Other Nuisance Violation Other Code Violation

Description of Violation: _____

Complaint taken by: _____

Action Taken: _____

Date Action Taken: _____

Approved By: _____ Completion Date: _____
(Department Head)

Charge to Department/Account _____ Amount _____

FILED IN THE OFFICE OF THE CITY SECRETARY ON THIS THE _____ DAY OF _____ 20__

CITY SECRETARY