



## City of Glen Dale

402 Wheeling Ave • Glen Dale, WV 26038-1537

Phone: (304) 845-5511 • Fax: (304) 845-3475

### PROPERTY MAINTENANCE COMPLAINT FORM

DATE: \_\_\_\_\_ ADDRESS OF COMPLAINT: \_\_\_\_\_

TYPE OF PROPERTY: \_\_\_\_\_ OWNER OCCUPIED \_\_\_\_\_ RENTAL \_\_\_\_\_ COMMERCIAL

DETAILS AND LOCATION OF VIOLATION: \_\_\_\_\_

TYPE OF VIOLATION (Check All That Apply):

\_\_\_\_\_ DILAPIDATED                      \_\_\_\_\_ VACANT                      \_\_\_\_\_ TRASH / DEBRIS  
\_\_\_\_\_ SIDEWALK                      \_\_\_\_\_ PARKING                      \_\_\_\_\_ HIGH GRASS / WEEDS  
\_\_\_\_\_ NO BLDG PERMIT                      \_\_\_\_\_ ZONING                      \_\_\_\_\_ RODENTS  
\_\_\_\_\_ ABANDON VEHICLES                      OTHER: \_\_\_\_\_

#### **COMPLAINANT'S INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Permission granted to view complaint from your property: \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
SIGNATURE

(By signing, you understand that the information contained herein could require you to testify or be summoned to the City of Glen Dale regarding this complaint. You are also attesting that the complaint described above is true and accurate to the best of your knowledge. This complaint will be reviewed and if necessary, the appropriate action will be taken according to City Ordinances.)

**Remit completed form to Glen Dale City Building or email to [forms@glendalewv.gov](mailto:forms@glendalewv.gov).**

#### **FOR CITY USE ONLY**

DATE OF INVESTIGATION: \_\_\_\_\_ BY: \_\_\_\_\_

FINDING: \_\_\_\_\_ VIOLATION EXISTS                      \_\_\_\_\_ UNFOUNDED COMPLAINT

REFERRED TO: \_\_\_\_\_

DESCRIBE ACTION TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_