



Town of Clayton
Licensing & Inspection Department
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Complaint Form

Code of the Town of Clayton 2012 International Property Maintenance Code

Please complete all sections clearly on this form to file a complaint. **Failure to provide all the information below may prevent the complaint from being resolved.** Information provided will not be shared however, the Investigator may need to follow up for additional information. Photo documentation may be requested by the Investigator. Feel free to provide additional information on the back of this form if additional space is needed. *Please note:* Complaints and/or violations will only be addressed pursuant to adopted codes and ordinances of the Town of Clayton. These Ordinances can be found on the Town of Clayton's website under *Inspections and Enforcement*. The Town of Clayton reserves the right to make changes or corrections to this form at its discretion.

Information for person(s) filing a complaint:

Name: _____

Address: _____

Contact Number (home or mobile): _____

Email Address: _____

Information for Property where complaint is located:

Address: _____

Name of Property Owner: _____

Complaint (please be specific and clear):

Signature: _____

Print Name: _____ Date: _____