



TOWN OF NEW LEBANON  
CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR  
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**TOWN OF NEW LEBANON CODE ENFORCEMENT MEMORANDUM  
INFORMATION SHALL BE SUPPLIED BY CITIZEN MAKING COMPLAINT**

**NAME OF COMPLAINANT** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE (HOME)** \_\_\_\_\_ **(WORK)** \_\_\_\_\_ **(CELL)** \_\_\_\_\_

**NAME OF PROPERTY OWNER OF ALLEGED VIOLATION:**  
\_\_\_\_\_

**PHYSICAL ADDRESS OF ALLEGED VIOLATION:**  
\_\_\_\_\_

**PLEASE EXPLAIN PROBLEM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USE BACK OF THIS FORM FOR ADDITIONAL COMMENTS

**WHAT REASON IS THIS COMPLAINT BEING MADE?**  
**PLEASE CHECK ONE:** **HEALTH** \_\_\_\_\_ **SAFETY** \_\_\_\_\_ **FIRE HAZARD** \_\_\_\_\_

**I HAVE READ THE FOLLOWING:**  
**I UNDERSTAND THAT THIS COMPLAINT MAY RESULT IN A COURT ACTION BEING TAKEN AGAINST THE OWNER OF THE PROPERTY, AND/OR THE TENANT OF THE PROPERTY. AT THIS TIME I UNDERSTAND AND AGREE THAT I WILL APPEAR AT ALL COURT APPEARANCES WHICH SHOULD ARISE FROM THIS COMPLAINT.**

**DATED:** \_\_\_\_\_ **SGNATURE OF COMPLAINANT** \_\_\_\_\_

<b>Action by Enforcement Officer</b>	
Date received: _____	
Possible Violation of article _____, Section _____, Subsection _____ of the _____	
Site Inspection completed on: _____ at _____ [AM/PM]	
Findings: _____ _____	
Recommended Action: _____	
Tax Map No. _____	Log No. _____
_____ Enforcement Officer's Signature	