Jefferson County, West Virginia
Property Safety Enforcement Agency
P. O. Box 250
Charles Town, West Virginia 25414

PROPERTY SAFETY COMPLAINT
Report Form
7/24/2007

(This form is for use to report a property safety complaint to the Jefferson County Property Safety Enforcement Agency)

Location of Property Safety complaint: (Attach a simple map showing directions to property)

Directions to Property: ____________________________________________________________

Property Street/Road Address: ______________________________________________________

Tax District: __________ Tax Map: ______ Parcel no.(s): _____________________________

Deed Book: _____ Page: ______

Subdivision: ___________________________________________ Lot no.(s): _________________

Dwelling Occupants Name: _______________________________________________________

(If there is no dwelling, or dwelling is unoccupied, please state above)

1. Object of Concern: (circle all that apply)
   - Dwelling
   - Other Building
   - Accumulated Debris or Refuse
   - Toxic Spill
   - Other: __________________________

2. General Condition: (circle all that apply)
   - Dilapidation
   - Fire Hazard Defect
   - Accident Hazard Defect
   - Other Calamity Hazard Defect
   - Unsanitary Condition (specify)
   - Toxic Condition

Additional Comments: ____________________________________________________________

Property Owner Name(s): _________________________________________________________

Property Owner Street/Mailing Address: ____________________________________________

City/Town: __________________ State: ______ Zip: ______ Phone: __________

Complaint’s Signature: ___________________________________________ Date: __________

Complainant’s Name: ___________________________________________________________
   (print/type name)

Street/Mailing Address: _________________________________________________________

City/Town: __________________ State: ______ Zip: ______ Phone: __________

(Official Use/Do not write in this box)

Complaint: Accepted for investigation _____ Complaint Dismissed ______

Assigned Case No. __________________

Citizen complaint - report form