

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 Description & Location

Property Owner

Property Owner Name(s): _____

Property Owner Street/Mailing Address: _____

City/Town: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Complainant's Info.

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