



City of Wellston
Code Enforcement
203 East Broadway St
Wellston, Ohio 45692

Phone: (740) 384 - 3842
Email: code@cityofwellston.org
Web: cityofwellston.org

CODE ENFORCEMENT COMPLAINT FORM

It is the intent of the _____ : to resolve a complaint and/or achieve voluntary compliance in a timely manner. Staffing resources may not allow on-site investigation of all complaints. The property owner is ultimately responsible for bringing the property into compliance as per zoning, building, health and safety, and related codes, regulations and ordinances. In instances of disputes between tenants and landlords, this department encourages tenants to contact landlords/property owners in writing and allow a reasonable time for resolution prior to filing this complaint. Complaints pertaining to imminent health hazards that are brought to this department's attention may be immediately referred to the appropriate program and may be taken without a complainant's signature. **All other complaints MUST be filled out completely AND SIGNED by the complainant.**

Violation Location and Property Owner

Street Address:

Additional location information:

Name of Property Owner:

Phone Number:

Property Owner's Mailing Address:

Reporting Party Information OR Please Circle if Anonymous

Reporting Party Name:

Phone Number:

Mailing Address:

Nature of Complaint (please be specific in describing what complaint is about)

If Tenant, attach documentation (letters, notes, etc.) describing your attempts to resolve complaint. Can you provide access to property? Yes No

Signature of Reporting Party (Identity of reporting party is considered confidential):

Date of Complaint:

For Official Use Only

Received by:

Date Rec'd:

Circle one:

City

County

Other:

APN:

Case Number: