

VERGENNES TOWNSHIP

PO Box 208

Lowell, MI 49331

Phone: 897-5671 Fax: 897-5674

COMPLAINT REPORT

Date Complaint was Received: _____

Recurrent? _____

Form of Contact:

Phone Letter Walk-in Other Agency: _____

Noted on Inspection Route

Property Address Involved: _____

Property Owner: _____

Description of Problem or Complaint: _____

BUILDING/ZONING DEPARTMENT INVESTIGATION SUMMARY

Inspection Date: _____ Inspectors Comments _____

First Letter Sent: _____

Follow Up Date: _____

Second Letter Sent: _____

Follow Up Date: _____

Certified Mailing: _____

Follow Up Date: _____

Date of Response from Property Owner: _____

Form of Contact:

Phone Letter Personal Visit

Response and/or Resolution: _____

Any Additional Comments: _____
