

# INSPECTION SERVICES

## “EXTERIOR PROPERTY MAINTENANCE FORM”

All information with \* next to it must be provided. Incomplete forms will not be processed.

The Inspection Department accepts complaints regarding exterior {property Maintenance Violations within the Village of Pulaski. To file a complaint you must provide the address of the property where the Property Maintenance Violations exists as well as information on the type and location of the violation. When providing a description of the violation, please be specific. All fields marked with a single asterisk (\*) are required to be complete.

**Please Note:** Unless permission is granted to access the property of the alleged violations or adjacent properties, we are limited to inspecting a property from the street or sidewalk and as a result we may not be able to view all reported violations (junk/debris behind a house or garage or in a fenced area). If you desire to grant permission to access your property to better view the violations, the section marked double (\*\*) must be completed.

\* **Address** (Where the nuisance is located):

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\* **Type of violation** (Please check all that apply and provide a description):

- |                                       |   |   |   |                                |
|---------------------------------------|---|---|---|--------------------------------|
| <input type="checkbox"/> Junk/ Debris | <input type="checkbox"/> Long Grass<br>( in excess of<br>12 “ tall) | <input type="checkbox"/> Parking<br>(Abandoned /unlicensed<br>or illegally parked | <input type="checkbox"/> Exterior<br>Maintenance<br>(Conditions of<br>structures including<br>fences) | <input type="checkbox"/> Other |
|---------------------------------------|---|---|---|--------------------------------|

(if you select other) Please Describe :

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\* **Specific location of the violation** (Front porch, behind the garage, etc.);

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\*\* **May we use your property to view nuisance?** (Include your name, address of property to be used to view the property, home address if different & phone number)

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**Optional Information:**

Although we accept and investigate anonymous complaints, providing us with your name and contact information will help us obtain additional information if needed or to clarify information submitted.

**Name** (Person submitting the complaint)

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**Daytime Telephone Number**

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Please note, this office may not be able to investigate complaints when:

- All required fields are not completed.
- Information given is general, not detailed (*i.e. This property is a dump.*)

The complaint submittal process is designed to maintain your anonymity unless you provide your name and phone number. After filing a complaint, if you desire information on efforts being taken to secure compliance, please call Bobbie Krozell, Building Inspector at 920-822-5182. Please note sending repeated complaints is not necessary and will not obtain compliance any faster as this office follows established procedures in pursuing compliance.