

Code Enforcement Action Needed

Date: _____

To be Completed by Borough

Property Address: _____ Lot/Block _____

Property Owner: _____

Contact information for owner (if known) _____

Violation:

- | | | | |
|-------------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> High Grass | <input type="checkbox"/> Unlicensed Vehicle | <input type="checkbox"/> Chipping Paint | <input type="checkbox"/> |
| <input type="checkbox"/> Debris | <input type="checkbox"/> Trash | <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Other |

Initiated by:

- | | |
|--|---|
| <input type="checkbox"/> Citizen Complaint | <input type="checkbox"/> Tenant Complaint |
| <input type="checkbox"/> Observation | <input type="checkbox"/> Police Observation |

Additional Notes: _____

To Be Completed By Code Enforcement Official

Date Received by Code Enforcement Official: _____

Action Taken: _____

Summary of Action Steps:	Date:
Spoke With Property Owner	
Notice of Violation mailed via Regular mail	
Notice of Violation mailed via Certified Mail	
Notice of Violation posted on Property	
Completion Deadline Given	

Resolution Method

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Voluntary Compliance | <input type="checkbox"/> Found Not Guilty by Magistrate | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fine imposed by Magistrate | <input type="checkbox"/> Extension granted by Magistrate | <input type="checkbox"/> Other |

Resolution Date _____