

**PORTAGE BOROUGH CITIZEN COMPLAINT FORM**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Please describe the nature of your complaint, include the location or address, property owners name, and type of complaint.

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**COMPLAINT INVOLVING A BOROUGH EMPLOYEE**

Name of Employee \_\_\_\_\_

Please give details of incident and describe what occurred:

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\_\_\_\_\_  
Signature

Action taken

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Date Resolved \_\_\_\_\_

\_\_\_\_\_  
Signature