



BOROUGH OF MEDIA

COMPLAINT INFORMATION:

DATE	TIME	REC'D BY
ADDRESS OF COMPLAINT:		
PROBLEM:		
CALLER'S NAME, ADDRESS, PHONE		
OWNER'S INFORMATION:		
NAME	PHONE	
ADDRESS		
ACTION TAKEN:		
DATE INSPECTED	TIME	
COMMENTS		
LETTER SENT	COMPLIANCE	CITATION
FILE CLOSED	INSPECTOR	SUPERVISOR

CC: PROPERTY FILE
 COMPLAINT FILE
 BOROUGH MANAGER