

COMPLAINT WORKSHEET

City of Moses Lake

Date _____

Taken by _____

Complaint Type: ☐ Patrol ☐ Public ☐ Staff/Council

Complainant: _____ **Confidential: Yes** ☐ **No** ☐

Address: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

ALLEGED VIOLATION

Address Violation: _____

Subdivision and Lot #: _____

Tax ID#: _____ **Parcel#:** _____

Property Owner: _____

Address: _____

Phone Number: _____

Description of Violation: _____

Investigated by: _____ **Date of Investigation:** _____

Findings and Action: _____

For City Use Only

Service Request/Citation Checklist

☐ Complaint/Patrol Form

☐ Notice of Violation

☐ Utility Lookup

☐ Chronology

☐ Citation

☐ Municipal Court Presentation

☐ Other: _____

☐ Inspection

☐ Property Owner Lookup

☐ Date Entry

☐ Follow-up Inspection/Photos

☐ Pre-Court Photos

☐ Closure/Compliance