

TOWN OF JAY
HAMLETS OF UPPER JAY, JAY AND AU SABLE FORKS
BUILDING AND PROPERTY MAINTENANCE
COMPLAINT FORM

Town of Jay Code Enforcement Department
P.O. Box 730
Au Sable Forks, New York 12912
518-641-2204 x106

Please use this form to report any possible property maintenance violation (s) you observe. Mail or return this signed form to the Code Enforcement Officer to the above listed address. Complaints will be investigated upon receipt of a signed and complete complaint alleging a violation of the building or property maintenance law or regulations.

Please note: In the absence of a signed complaint or completely filled out complaint form, a concern will be acted upon at the discretion of the Code Enforcement Officer. It is a strict policy of this Department that all information associated with the complaint will remain totally confidential. Complaints by phone will no longer be accepted.

Complaint Date: _____

Name, Address, Phone Number and E-Mail of Person Registering the complaint:

Signature of the Complainant: _____

Location / Address of Complainant: _____

Description of Complaint:

Below To Be Completed By Code Enforcement Officer



Date of Inspection: _____

Reference Complaint Record _____

Signature of Code Enforcement Officer: _____

