

MAYOR
W. T. Daniels

ADMINISTRATOR
Todd Smith

ALDERMEN
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Buddy C. Hawk
Tim L. Teague

GREENEVILLE

T E N N E S S E E

Code Enforcement can only respond to
your complaint if the requested
information on this form is provided.

For Official Use Only
Compliant# _____
Inspector Assigned: _____
Investigation Date: _____
Enforcement Action: _____
 Not Valid/Unjust Warning
 Notice of Violation Summary Citation

COMPLAINT FORM

Please print clearly. If the writing is not legible, we will not be able to pursue the complaint.

Date Filed: _____

Property
Address: _____

Type of Alleged Violation: (Check all That Apply)

- | | |
|---|---|
| <input type="checkbox"/> Structure Complaint | <input type="checkbox"/> Rubbish/Garbage Complaint |
| <input type="checkbox"/> Vacant Structure Complaint | <input type="checkbox"/> High Weeds/Grass Complaint |
| <input type="checkbox"/> Sanitation Complaint | <input type="checkbox"/> Inoperable Vehicle Complaint |
| <input type="checkbox"/> Infestation Complaint | <input type="checkbox"/> Cars parked in the ROW] |
| <input type="checkbox"/> Other Complaint _____ | |

Nature of the Complaint: _____

Filed By:
Complainant
Name: _____

Complainant
Address: _____

Complainant
Phone: _____ **Email:** _____

May Town personnel walk on your property to view the alleged violation? Yes No

Can we contact you to appear in court for the violations noted? Yes No

**Complainant's
Signature:** _____

All complaints should be made in writing and filed with the Building/Code Enforcement Office. The office can only respond to your complaint if the requested information on this form is provided.

The purpose of the Property Maintenance Enforcement is to protect the health, safety and welfare of the public by regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use.

If you feel that a violation exists, please fill out a Complaint Form so that the Property Maintenance Office can investigate the alleged complaint. If a violation exists, enforcement actions such as a warning, notice of violation, citation etc. will be issued to the property owner requiring them to correct the violation.

Procedure for filing a Complaint:

1. Please complete the applicable fields of the form in its entirety.
2. Be sure to include your name, address and phone number.
3. Be sure to include the Location of the property in question.
4. Be sure to include the explanation or list of concerns. Please be specific.
5. Be sure to indicate on the form by circling yes or no, (whether or not) Town personnel may enter your property to observe the alleged violation and whether or not you consider being a witness in court.

Why a written form?

It is not accurate or efficient for the Town of Greeneville personnel to properly convey your specific concerns to the Code Enforcement Officers regarding another person's property. Things reported over the phone can be misinterpreted or misconstrued and or items could unintentionally be left out from the complaint. It is important that the complainant convey his/her specific concerns in his/her words on the Complaint Form. The form creates a record that the complaint was officially filed and establishes the potential investigations initial information.

Why is my contact information required?

Contact information is required should the Code Enforcement Officer need additional information, need to follow up with the complainant, and to check for status updates in certain circumstances where violations are not visible from public areas etc.

A form is considered incomplete if it does not contain all of the information required. The complaint form should not be abused by residents otherwise involved in disputes with neighbors as a way of retaliation. All complaints shall be legitimate code related complaints. Falsification of information or incomplete complaint forms may be rejected.

It is possible in certain situations your testimony may be required in court; however, that circumstance is rare and only requested when absolutely necessary.

Violations Not Enforceable by the Property Maintenance Office

The following violations are not within the jurisdictional authority of the Property Maintenance Office.

1. Subdivision Covenants-Violation of Subdivision Restrictive Covenants.
2. Trees, Tree Branches or Bushes-Trees that overhang on neighboring property or similar circumstances are a civil matter.
3. Alleged Interior Violations- At this time, the office will not pursue alleged complaints on the interior of a property.
4. Trash Can's Placement-All issues relating to trash can placement are under the authority of the Town of Greeneville Public Works Department at 423-638-6152.
5. Vacant Lots-At this time, the office will not pursue alleged complaints regarding grass and weeds on vacant lots.
6. Tenant/Landlord Disputes-Complaints regarding lease obligations or rental payments are civil in nature and not under the jurisdiction of the Town.
7. Animal Complaints-Complaints regarding animals must be filed with the Greeneville Police Department.

Please complete and return the complaint form to **aclark@greenevilletn.gov** for review and processing.

Adam Clark
Permit Administrator
200 North College Street
Greeneville, TN 37745
(423) 787-6181