

TOWN OF DELAVAN
COMPLAINT/COMPLIANCE FORM

No. _____ Date: _____ Time: _____

Person Filing Complaint: _____

Address: _____

Phone Number: _____

OWNER OR OCCUPANT AT COMPLAINT LOCATION:

Name: _____ Phone: _____

Address: _____

NATURE OF COMPLAINT/CALL:

Signature of Person Filing Complaint: _____

(OFFICE USE ONLY)

Municipal Authorization Signature: _____

Date: _____

INSPECTION REPORT: _____

ACTION TAKEN: _____

**MAINTENANCE OF PROPERTY INSPECTION REPORT
AND NOTICE OF COMPLIANCE**

To: _____

Mailed: _____
 Posted: _____
 Compliance Date: _____

PREMISES INSPECTED: _____

All cited violations shall be corrected within 30 days after written notification or posting on the premises, unless an extension of time is granted by the Inspector. Each day that the violation continues after correction deadline shall constitute a separate offense and is subject to remedies and penalties by the Town. You may appeal the decision of the Inspector by directing a letter to the Town Clerk of the Town of Delavan/

AN INSPECTION OF THE ABOVE PREMISES HAS DISCLOSED THE FOLLOWING VIOLATION (S) OF THE TOWN CODES.

ORDER NO.	CODE SECTION	FINDINGS & CORRECTIONS
_____	_____	_____ Foundation deteriorated, repair all cracks and holes
_____	_____	_____ Exterior wall deteriorated, _____ Peeling paint, repaint. _____ Missing facing, replace. _____ Masonry work deteriorate, tuck point and repair.
_____	_____	_____ Roofing deteriorated, replace or repair.
_____	_____	_____ Flashing deteriorated, replace or repair.
_____	_____	_____ Gutter & down spouts rusted and/or missing, replace and/or repair and paint.
_____	_____	_____ Trim work deteriorated and/or missing, replace and/or repair and repaint.
_____	_____	_____ Windows broken, reglaze and/or install new hardware.
_____	_____	_____ Storms/screens broken and/or missing on windows, repair and/or install.
_____	_____	_____ Storms/screens broken and/or missing on entries, repair and/or install.
_____	_____	_____ Exterior stair and/or porch is deteriorated and unsafe, repair and/or replace and install new guard rails.
_____	_____	_____ Chimney is deteriorate, repair and install spark screen and cap if not existing.

<hr/>	<hr/>	<hr/>	Improper drainage on lot, ponding water, re-grade lot or install drainage system to drain property to street.
<hr/>	<hr/>	<hr/>	Yards,
		<hr/>	Debris in yard, remove.
		<hr/>	Lawn not cut, mow lawn area.
		<hr/>	Bare areas, seed or planting.
		<hr/>	Bushes/trees overhang public entrance/walks, trim back and up to clear 7 foot height
		<hr/>	Junked auto, remove from premises or place in enclosed garage.
<hr/>	<hr/>	<hr/>	Noticed nesting/infestation of rodents or vermin, have extermination service inspect and treat premises.
<hr/>	<hr/>	<hr/>	Inadequate garbage containers, provide containers with tight lids and provide proper storage from rodents and vermin.
<hr/>	<hr/>	<hr/>	Garage
		<hr/>	Broken//missing vehicle door, repair and/or install new door.
		<hr/>	Broken/missing service door, repair and/or install new door.
		<hr/>	Broken Windows, repair/replace
		<hr/>	Deteriorated siding, repair and repaint, tuck point.
		<hr/>	Deteriorated gutter/down spouts, install gutters and down spouts to avoid run off problems.
		<hr/>	Roofing deteriorated, repair or reroof.
		<hr/>	Debris in garage, fire hazard, remove from premises
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