



# TOWN OF GREENVILLE

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Greenville, Pennsylvania 16125

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[www.greenvilleborough.com](http://www.greenvilleborough.com)

[info@greenvilleborough.com](mailto:info@greenvilleborough.com)

## **COMPLAINT FORM**

\*\*Your complaint is deemed non-discoverable and cannot be divulged under Pennsylvania's New Right to Know Law, Act 3 of 2009, §708 (17)(i), unless required by court order in accordance with state law.

### **THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS COMPLAINT**

Please Print Legibly

Your Name:	Your Address & Phone Number:
Address of Complaint Location:	Owner Information (If Known)

### **NATURE OF COMPLAINT**

(Attach Photos if Available)

Please Print Legibly

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### **DESIRED RESOLUTION**

Please Print Legibly

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Have you attempted to contact the landlord or property owner about your complaint?

☐ YES      ☐ NO

If yes, by what method(s) did you attempt to contact the landlord or property owner?

☐ In person      Date \_\_\_\_\_  
☐ By phone      Date \_\_\_\_\_  
☐ Letter (please attach a copy)      Date \_\_\_\_\_  
☐ Email (please attach a copy)      Date \_\_\_\_\_

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### **Filing a Property Maintenance Complaint:**

\*\* When filing a Property Maintenance Complaint, you shall adhere to the following or the complaint will not be investigated:

1. The correct address must be indicated
2. Generalities of location will not be investigated (i.e. – 500 block of Clinton St., or intersection by the Fire Department)
3. You MUST PRINT ALL INFORMATION LEGIBLY AND SIGN COMPLAIN FORM

### **FALSE REPORTS TO AUTHORITIES:**

\*\* By signing and submitting this report to the Town of Greenville Code Enforcement Office, I verify that the facts set forth herein are true and correct to the best of my knowledge, information, belief, and am aware that I may be called and/or subpoenaed to testify in court. This verification is made subject to the penalties of Section 4904 of the Crimes Code of Pennsylvania (18 pa.C.S. §4904) relating to unsworn falsification of to authorities.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

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### **FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_