



# BOROUGH OF WEST READING

## CODE ENFORCEMENT DEPARTMENT

500 Chestnut Street, West Reading PA 19611  
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E-mail: [wrcodes@westreadingborough.org](mailto:wrcodes@westreadingborough.org)

### PROPERTY MAINTENANCE COMPLAINT FORM

(Please type or print legibly in ink)

To ensure prompt investigation, please complete the following information as accurately as possible.

Site Location: \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant Name: \_\_\_\_\_

Complainant Address: \_\_\_\_\_

Complainant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**I understand that I have completed this properly to the best of my knowledge and belief and that I am subject to the penalties of Pa. CS Title 18§ 4904 et. seq. Unsworn falsification to authorities, if the information is intentionally false or inaccurate. This constitutes a misdemeanor of the third degree of offense, punishable by a fine and imprisonment of not more than one year.**

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

#### Borough Use

Date of On-Site Investigation: \_\_\_\_\_ Time: \_\_\_\_\_

Person Investigating: \_\_\_\_\_

Findings: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_