

**VILLAGE OF TINLEY PARK
DEPARTMENTS OF
BUILDING, ZONING AND CODE ENFORCEMENT**

COMPLAINT FORM

DATE RECEIVED: _____

ADDRESS OF VIOLATION: _____

DESCRIPTION OF COMPLAINT:

We require you provide your name and telephone number so that our inspectors can verify the information you provide. Please be aware that your name and phone number are held confidential.

Name: _____ Telephone # _____

Address: _____

Action by Building/Zoning/ Department Staff:

Name: _____, Title _____

Date: _____

Action Taken:

Property Maintenance Complaints:

- The complaint form is completed by a homeowner/business owner and given to an inspector to investigate.
- Once the inspector has gone out to see the issue, contact is made with the offending homeowner/business owner by phone or letter.
- If the offending homeowner/business owner does not comply, a notice of violation is issued setting a definitive date for the offense to be corrected, usually a five (5) to seven (7) day time frame.
- If the offending homeowner/business owner still does not comply, a ticket is issued and court appearance is necessary. In some cases, the offense will be corrected by the Village and the cost incurred will be in the manner of the lien against the property.

Contractor Complaints:

- The complaint form is completed by homeowner/business and given to inspector to investigate.
- The contractor is contacted to verify complaint.
- If it is found that contractor is at fault, the contractor is given a chance to rectify problem, If contractor does not satisfy complaint, tickets can be issued and Bond Company contacted for bond to be called in.
- If contractor is a habitual offender, the Village will revoke the license.