



***Borough of Sussex***

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## COMPLAINT FORM

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

COMPLAINT RECEIVED BY: \_\_\_\_\_

COMPLAINT ASSIGNED TO: \_\_\_\_\_

NATURE OF COMPLAINT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION OF COMPLAINT: \_\_\_\_\_

NAME OF COMPLAINANT: \_\_\_\_\_

ADDRESS OF COMPLAINANT: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

RESPOND IN WRITING      \_\_\_\_\_ YES      \_\_\_\_\_ NO

RETURN PHONE CALL      \_\_\_\_\_ YES      \_\_\_\_\_ NO

## FINDING OF COMPLAINT

DATE OF COMPLAINT:\_\_\_\_\_

LOCATION OF COMPLAINT: \_\_\_\_\_

ACTIONS TAKEN: \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_