

Town of Marlinton

709 2nd Avenue

Marlinton, West Virginia 24954

304-799-4315

townofmarlinton@frontiernet.net

CITIZEN CONCERN FORM

Intake received by: In person Website Phone Via Town personnel or council Other

REPORTING PARTY: Every effort will be made to keep this information confidential. Any personal information you provide is only used to contact you for clarification of the information you report and to provide follow-up on the action.

If your complaint is regarding water, sewer, trash or maintenance issues, please, call the office at 304.799.4315 immediately and speak with staff. All other issues, please, continue to fill-in information so your concern can be acted upon.

Complainant's Name: _____ Phone: (____) _____
Address: _____ Cell phone: (____) _____
City: _____ State: _____ Zip: _____

LOCATION OF CONCERN

Include exact address: _____
If no address is visible, please describe the area in detail, including street intersections and landmarks.

DESCRIPTION OF THE CONCERN

Details about the specific situation you are reporting: _____

Vehicles complaints description/license number _____

Renter reporting unsafe or unhealthy conditions, please provide contact information for the property owner:

The Town of Marlinton will process every report received through this form. If another agency is responsible for the issues, it will be forwarded accordingly. To inquire to the status of your report, after three business days, please contact the Town at 304.799.4315.



Official Use Only: Received by: _____ Date: _____
Property Owner Verified As: _____

Concern forwarded to: Administration Buildings Police Maintenance
 Flood Plain Coordinator Outside agency, if so who (give contact information for follow-up)

Follow-up action taken: _____

(Use blank sheet of paper for further reporting or documentation and attach to this report.)

Case closed: yes no By whom? _____ (initials) _____ Date _____