

# THE CORPORATION OF THE TOWN OF MATTAWA



P.O. BOX 390 • 160 WATER STREET • MATTAWA, ON P0H 1V0

## PROPERTY STANDARDS COMPLAINT FORM – BY-LAW 08-24

To assist the Town of Mattawa in following up on your complaint, please print the details of your complaint below. Please forward your complaint to the attention of Wayne Chaput, Property Standards Officer, at the address noted above.

A \* indicates required information for the Town of Mattawa to respond to this complaint. Incomplete or anonymous complaints will not be addressed.

\* Description of Subject Property/Address/Location:

\_\_\_\_\_

Civic Address (Number and Street Name)

If the problem is located in a vacant lot, please give us a detailed description. (*For example, the lot located on the corner of such address, or in between such address.*)

\_\_\_\_\_

\* I, \_\_\_\_\_, do hereby lay and serve complaint against the Owner of the above-noted property with respect to the following conditions that are occurring and may not conform to the Property Standards By-law of the Corporation of the Town of Mattawa.

\*Please indicate the section(s) of By-law 08-24 (Property Standards By-law) that you believe is/are being contravened and provide a brief description. The full text of By-law 08-24 can be viewed on the municipal website at [www.mattawa.ca](http://www.mattawa.ca). (*If extra space is required, please attach an additional sheet.*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* I hereby further declare that if required, I will attend and testify in support of this complaint at any Court of Law in the Province of Ontario.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\* Signature: \_\_\_\_\_

\* Name of Complainant: \_\_\_\_\_

\* Address of Complainant: \_\_\_\_\_

\* Telephone Number: \_\_\_\_\_

Complaints are confidential until such time as the complainant may be asked to testify in support of the complaint. The information collected on this form is subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

### DEPARTMENTAL USE ONLY:

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

Action Taken: \_\_\_\_\_

Valid Complaint:  Invalid Complaint:

Property Standards Order #: \_\_\_\_\_ (if applicable)