



City of Benwood

430 Main Street • Benwood, WV 26031

Phone: (304) 232-4320 • Fax: (304) 232-3393

PROPERTY MAINTENANCE COMPLAINT FORM

DATE: _____ ADDRESS OF COMPLAINT: _____

TYPE OF PROPERTY: _____ OWNER OCCUPIED _____ RENTAL _____ COMMERCIAL

DETAILS AND LOCATION OF VIOLATION: _____

TYPE OF VIOLATION (Check All That Apply):

_____ DILAPIDATED _____ VACANT _____ TRASH / DEBRIS
_____ SIDEWALK _____ PARKING _____ HIGH GRASS / WEEDS
_____ NO BLDG PERMIT _____ ZONING _____ RODENTS
_____ ABANDON VEHICLES OTHER: _____

COMPLAINANT'S INFORMATION

NAME: _____

ADDRESS: _____ PHONE: _____

Permission granted to view complaint from your property: _____ YES _____ NO

SIGNATURE

(By signing, you understand that the information contained herein could require you to testify or be summoned to the City of Benwood regarding this complaint. You are also attesting that the complaint described above is true and accurate to the best of your knowledge. This complaint will be reviewed and if necessary, the appropriate action will be taken according to City Ordinances.)

Remit completed form to Benwood City Hall or email to forms@benwoodwv.gov.

FOR CITY USE ONLY

DATE OF INVESTIGATION: _____ BY: _____

FINDING: _____ VIOLATION EXISTS _____ UNFOUNDED COMPLAINT

REFERRED TO: _____

DESCRIBE ACTION TAKEN:

