

# How to create a new complaint

to be reviewed by the Neighborhood Preservation Office (Housing Department) regarding: high grass, trash or debris at a property, unlicensed vehicles or just overall property maintenance issues that may be against Town Code.

#1



Submit a Request

#2

Add the address of the property in the correct fields such as 3301 Broadway Street,

#3

then select "Search for Property" button

Search for Property

#4

then select "Select Type from List" – choose from the list, what you think best describes your concern

#5

Enter a Description of your concern; such as: grass is overgrown at 3301 Broadway **OR**

there is a lot of garbage at the house at 3301 Broadway

#6

Enter your Contact Information or  File Anonymously

#7

"SAVE" button

Save