

City of Virginia

Property Maintenance Complaint Form

(The City will not process complaint without contact information)

Date:

Complainant Name:

Complainant Address:

City:

State:

ZIP Code:

Phone:

Email:

Cell Phone:

This information will allow us to follow up with you as to the status of the case. The information will be kept confidential unless the complaint will be heard at the St. Louis County District Court Level.

COMPLAINT INFORMATION

Address of Complaint:

Specific location:

Complaint Type: (Check all that Apply)

EXTERIOR

- Long grass/weeds (in excess of 6" tall)
- Motor vehicles (unlicensed, unregistered, inoperable)
- Exterior maintenance (conditions of structures including fences and garages)
- Junk & debris
- Open Access
- Peeling Paint
- Other Exterior Complaint (Please Describe)

INTERIOR

- Mold
- Heating System
- Water-Plumbing
- Electrical
- Utilities (No Heat, Water or Power)
- Broken Windows
- Structural Issue
- Fire Complaint
- Other Interior Complaint (Please Describe)

Explain Complaint: (please describe in detail)

Is anyone in danger?

If this is a neighboring property, do we have permission to view subject property from your property? Yes No

Type of property: Owner/occupied Rental Commercial Vacant

Single-family Multi-family Duplex-Two-family Unknown

How long has this been going on?

Property Owner Name:

Or Landlord Name:

Phone:

Address:

City:

State:

ZIP Code:

Has the complaint been addressed with the property owner?
If yes, when, and have any improvements been made?

Relationship:

Submit your complaint one of the following ways:

- Submit online
- Fax: 218-749-3580
- Email: blight@virginiamn.us
- Mail or Deliver in Person to:
City of Virginia Attention: Code Official
327 First Street South
Virginia MN 55792

For Office Use Only

PID#

Date received:

Date addressed with property owner:

Received by:

Inspection date:

Owners Address:
(if different from above)

Owners phone: