City of Williamsburg
Codes Compliance Division

401 Lafayette Street Williamsburg,
Virginia 23185
(757) 220-6136 Fax (757) 220-6134
email: codecomp@williamsburgva.gov

Property Maintenance Complaint Form

Date: _____/_____/_____

Address of Complaint: _____

Complainant is: Owner _____ Occupant _____ Neighbor _____ Other _____

Complainant Name (optional for exterior property complaints): _____

Complainant Address: _____

Contact Phone Number: _____ (Home) (Work) (Cell)

What is the best time and date to contact you: _____

Complaint: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Have you contacted the owner in writing regarding your complaint? Yes ____ No ____

Has the owner done anything to address your concerns? Yes ____ No ____

What has been done to remedy the problem? _____

_____

_____

Applicants Signature: _____ Date: _____/_____/_____

Notice regarding right of entry for interior complaints:

By signing this form, the complainant represents that they ☐ **are,** ☐ **are not** in control of the area or tenant space in question. In addition, the complainant is requesting an inspection by the City of Williamsburg for the purpose of enforcing property maintenance requirements.