



# TOWNSHIP OF SPRING

Department of Zoning and Code Enforcement

**BERKS COUNTY, PA**  
2850 WINDMILL RD.  
READING, PA 19608  
Tel. (610) 678-5393  
Fax. (610) 678-4571  
Website: springwpberks.org

Version 10/15/14

## PROPERTY MAINTENANCE COMPLAINT FORM

Date Filed: \_\_\_\_\_

### LOCATION OF ALLEGED VIOLATION-

Address: \_\_\_\_\_  
\_\_\_\_\_

NATURE OF ALLEGED VIOLATION: (Be Specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FILED BY-

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

May Township personnel walk on your property to view the alleged violation?      YES      NO

**I hereby submit that this document is true and correct to the best of my abilities and beliefs.**

Complainant's Signature: \_\_\_\_\_  
\_\_\_\_\_

### TOWNSHIP USE ONLY

Twp. Tracking # \_\_\_\_\_ Complaint Assigned to: \_\_\_\_\_

Complaint Confirmed / Unconfirmed on Date: \_\_\_\_\_

Action Taken:      Letter      Notice of Violation      Summary Citation

Follow-up Action to be conducted on: \_\_\_\_\_ Resolved on: \_\_\_\_\_

Signature of Code Enforcement Officer: \_\_\_\_\_