

CODE COMPLAINT REPORT

(photos are appreciated and may be attached to this report)

	Code Compliance Division Mail: P.O. Box 970, Newberg, OR 97132 Site: 414 E. First Street, Newberg, OR 97132	Phone: (503) 554-7709 Email: bryan.corn@newbergoregon.gov
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Date:

Location of Code Complaint (provide address or if corner lot be specific as to which corner):

Address: _____ City: _____

Property Owner's Name:	Address: _____ City: _____ State: _____ Zip: _____	Phone #: _____
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Renter's Name:	Address: _____ City: _____ State: _____ Zip: _____	Phone #: _____
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When did you **first observe** this possible code violation?

Details of complaint:

To receive an update on this complaint please provide your name, address, and phone number

Name:	Address: _____ City: _____ State: _____ Zip: _____	Phone #: _____
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Unless required by law, the complainant's name and contact information are confidential and will not be released. See the back for more details.

FOR OFFICE USE ONLY:

Under ORS 192.502(4), the complainant's name and contact information are confidential and will not be released unless the issue proceeds to litigation. Written information and documents, such as complaint intake forms that have complainant's name on them can be provided with the complainant's name, address, and phone number redacted. Disclosure of a complainant's name and contact information may be relevant in a court case. Therefore the Court may order disclosure in a particular instance.

Date received:

Received by:

Date referred:

Referred to:

ACTION TAKEN BY THE CITY:

Date complainant notified of action:

Notified by: