



City of Opa-locka Code Enforcement Division

CITIZEN COMPLAINT FORM

Date _____ Case # _____
Taken By _____ Folio # _____
Officer _____

Address of Complaint _____
Complainant Information: Name: _____ Phone: _____
Address: _____ Refused to give info: _____

Type of Violation:
Garbage: (loose, raw, other) (front) (side) (rear)
Grass/Weeds: (front) (side) (rear)
Junk: (front) (side) (rear) (type) _____
Bushes/Hedges/Limbs: (front) (side) (rear) _____ Overhanging/Sight Obstruction/Height
Vehicles: Truck/Car/Commercial/RV/Boat/Other _____ (front) (side) (rear)
Problem: Expired or No Tag/Not Road Worthy/Illegally Parked/Other
Description: _____

Property Standards: Apt. # _____ Interior _____ Exterior _____ (front) (side) (rear)
Pools: (problem) - Open/Dirty/Gate/Fence/Other
Building Permits _____
Miscellaneous: (front) (side) (rear) _____

Additional Information: _____

Questions to Ask:
(1) Can violation be seen from the Street/Sidewalk/Alley? Yes No
(2) Can violation be seen from your property? Yes No
(3) Do we have permission to enter your property whether you are home or not? Yes No
Appointment: Date/Time _____
(4) Are you willing to sign an affidavit? Yes No
(5) Are there any dogs on your property or on the complaint property? Yes No
(6) Is this the first time you have called for this problem? Yes No

Action taken by Officer: _____

