

City Of River Oaks Citizen Complaint Form

INSTRUCTIONS: This form is designed to process and expedite complaints or request for city services. Requests will be processed in the order received unless it is an emergency. Please fill out the following to report **COMPLAINTS** or **REQUEST OF SERVICES**. This form assists the Department Head in charge to tract the costs and ensures the needed repairs are completed in a timely manner. *Please email or return to the Department Head in charge of the service that is being requested.*

Date: _____ Requested By: _____

Address: _____ Phone/Email: _____

Complaint: _____

Location / Property Involved: _____

Actions Taken: _____

Follow-Up Date: _____

Action: _____

Approved By: _____ Completion Date: _____
(Department Head)

Charge to Department/Account _____ Amount _____

FILED IN THE OFFICE OF THE CITY SECRETARY ON THIS THE ____ DAY OF _____ 2007

CITY SECRETARY