

DISTURBANCE COMPLAINT OR REPORT OF PARK VIOLATION

DATE: _____

DIRECTIONS FOR COMPLETING THIS FORM:

The purpose of this form is to file a formal complaint against a resident at Marilla Country Village who is causing a disturbance of some kind. Neither the Property Manager nor the Board of Directors of Marilla Country Village can pursue any complaint against any resident unless we receive the complaint in writing.

1. Please mail to:

Keynote Realty Inc. 34 Browns Race Rochester, NY 14614
--

2. Please fill out all the information, which is requested below. Unless we get complete, accurate information, we can not pursue any action against the person causing the problem.

3. Every effort will be made to keep the identity of you and your witness(es) confidential, however we can not pursue any complaint unless we know who is registering the complaint.

Disturbance Complaint:

Lot # where the disturbance or violation took place: _____

Exact date and time of day on which the disturbance occurred: _____

Name of the Resident or full name or description of person(s) causing the disturbance or violation: _____

Brief description of the disturbance or violation: _____

Did you yourself observe this disturbance? YES NO Did you call the Police? YES NO

Did you ask for and receive a police report? YES NO (If yes, please attach a copy)

Please list the full name(s) and addresses and telephone # of any others present who also observed the disturbance:

1. _____ 2. _____

Other Info. such as vehicle information, pet related information etc. _____

Print Your Name: _____

Your Address: _____

Your Telephone #: _____

<u>For Office Use:</u> Date this form was received: _____ Received by: _____ Action taken: _____ _____
--