



# TOWN OF JAY

## Office of the Code Enforcement

Rodger Tompkins  
codes@townofjayny.gov

P.O. Box 730, 11 School Lane  
Au Sable Forks, NY 12912

Telephone: (518) 647-2204  
Fax: (518) 647-5692

Town of Jay  
Hamlets of Au Sable Forks, Jay and Upper Jay  
Building and Property Maintenance  
Complaint Form

Please use this form to report any possible property maintenance violation(s) you observe. Mail or return this signed form to the Code Enforcement Officer at the above listed address. Complaints will be investigated upon receipt of a signed and complete complaint alleging a violation of the building or property maintenance law or regulations.

Please note: in absence of a signed complaint or completely filled out complaint form, a concern will be acted upon at the discretion of the Code Enforcement Officer. It is a strict policy of this department that all information associated with the complaint will remain totally confidential. Complaints by phone will no longer be accepted.

**Complaint date:** \_\_\_\_\_

**Name, Address, Contact Info (phone #, email) of Person Registering Complaint:**

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**Location/Address of Possible Violation:**

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**Description of Complaint:**

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**Signature of the Complainant:** \_\_\_\_\_

**\*\*To be completed by Code Enforcement Officer\*\***

Date of inspection: \_\_\_\_\_

Reference complaint record: \_\_\_\_\_



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NEW YORK

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