



MATTOON, ILLINOIS: *Working Together to Build the Future*

General Complaint Form

After filling out this form on your computer please print it out, sign it and get a copy to City Hall, 208 North 19th Street.

I _____ (please sign) wish to report an issue at the following address

_____.

Please describe your complaint

Please describe what steps you have taken to notify the residents and/or responsible party of the issue, and dates of said notifications.

Please describe how this has negatively affected your health, safety, or well-being and/or the neighborhood.

The City of Mattoon strongly encourages direct communication with your neighbors prior to submitting this form. Many issues are resolved quickly without hard feelings through good communication. The City of Mattoon will investigate written complaints in the order they are received, and notify Plaintiff of resolution reached. If you have any questions, please contact code enforcement at (217)-234-7367.

Plaintiffs information (please print)

Name _____ Address _____

Phone Number _____ Best time to call _____

Date of Complaint _____

Your interest in improving the City of Mattoon is one of the many things that make our community exceptional. All issues will be filed with the Code Enforcement office and are subject to the Freedom of Information Act.