



**ADMINISTRATION**

**GENERAL COMPLAINT**

100 Highridge Drive  
Lakewood Village, TX 75068  
(972) 294-5555 Office (972) 292-0812 Fax  
[linda@lakewoodvillagetx.us](mailto:linda@lakewoodvillagetx.us)

REVISED: 06/27/2014

**PERSON REGISTERING COMPLAINT**

Name of Person / Firm		Address	
Email			
Telephone #	Mobile #		

**COMPLAINT REGISTERED AGAINST**

Name of Person / Firm		Site Address	
Have you spoken with person / firm being filed against? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of person you spoke to (if different from above)			

**DETAILS OF COMPLAINT**

Describe your complaint in detail. Include dates, times, locations, conversations with individuals and pictures. Attach pertinent documents such as contracts, receipts, correspondences, etc. Additional pages may be attached as required.



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**DETAILS OF COMPLAINT CONTINUED**

Results from conversation. Additional pages may be attached as required.

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**TOWN USE ONLY**

Date Received	Town Official
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Action Taken
