



**CITY OF OAK LEAF**  
**GENERAL COMPLAINT FORM**

**PERSON REGISTERING COMPLAINT**

PLEASE PRINT OR TYPE

Name \_\_\_\_\_ Home # ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ Bus. # ( \_\_\_\_\_ ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Name \_\_\_\_\_

**COMPLAINT REGISTERED AGAINST**

Name of Person/Firm \_\_\_\_\_ Home # ( \_\_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ Bus. # ( \_\_\_\_\_ ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Name \_\_\_\_\_

**DETAILS OF COMPLAINT**

Describe your complaint in sufficient detail. Include dates, times, locations, individuals and pictures. Attach pertinent documents, contracts, receipts, correspondence, etc. Use additional paper, if necessary.

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Have you talked with the person/firm being filed against? YES \_\_\_\_\_ NO \_\_\_\_\_

Name of Person with whom you have spoken to \_\_\_\_\_

Results: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Do not write below this line

Complaint Received Date \_\_\_\_\_ By \_\_\_\_\_

Action Taken \_\_\_\_\_

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