

Town of Boonsboro, Maryland
Property Maintenance Code
Complaint Form

The **International Property Maintenance Code**, adopted by the Town of Boonsboro as Ordinance 2006-006, regulates the conditions and maintenance of all properties within the municipal boundary.

This form must be completed for all property maintenance complaints relating to matters of nuisance, health, safety, weeds, grass, vehicles, structures, etc. All complaints should be made in writing and at Town Hall. The Town of Boonsboro can only respond to your complaint if the requested information on this form is provided.

Date: _____

Address of property in violation: _____

Type of Property: Owner Occupied _____ Rental _____ Commercial _____

Is property occupied? Yes _____ No _____ Unknown _____

Complaint Type: (Check all that apply)

- Junk & debris
- High grass/weeds (in excess of 12" tall)
- Storage of untagged/unregistered vehicles
- Exterior maintenance (conditions of structure unsafe)
- Other _____

Description of violations, please be specific:

Information on Complaining Party:

Priority will be given to complaints that include the information listed below. This information also will allow us to follow up with you as to the status of this case. The information provided will be kept confidential unless the complaint will be heard at District Court of Washington County.

Address: _____

Telephone/Cellphone: _____

Permission to view subject property from your property? Yes _____ No _____

If the violation would go before the District Court would you consider being a witness? Yes _____ No _____

Name: _____

Signature: _____

Submit by: Fax (301)432-4050, email at town.manager@myactv.net or deliver in person to Town Hall.