

# COMPLAINT FORM

Borough of New Berlin  
700 Water Street  
PO Box 330  
New Berlin, PA 17855

phone: (570) 966-4705  
email: nbboro@dejazzd.com

**TYPE OR PRINT CLEARLY  
ALL FIELDS MUST BE COMPLETED**

**DATE:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**YOUR ADDRESS:** \_\_\_\_\_

**YOUR PHONE NUMBER:** \_\_\_\_\_

**NATURE OF COMPLAINT (Check one):**

- |        |             |                              |
|--------|-------------|------------------------------|
| Animal | Weeds/Grass | Rubbish/abandoned vehicle    |
| Noise  | Speeding    | Other (please specify) _____ |

**LOCATION OF ISSUE:** \_\_\_\_\_

**DATE(S) OF ISSUE:** \_\_\_\_\_

**BRIEF DESCRIPTION OF ISSUE including name(s) of alleged violators**

(use back if more space needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW CAN THE SITUATION BE REMEDIED? WHAT ACTION WOULD  
COMPLAINANT LIKE TO SEE OCCUR?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You can submit this form in person at the Borough Office during regular business hours, or mail, or email to the above addresses. All complaints must be in writing - please do not call office.

*For office use only:*

Date received: \_\_\_\_\_ Referred to: \_\_\_\_\_

Results of review: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Close date: \_\_\_\_\_