## **MAXATAWNY TOWNSHIP**

## 127 Quarry Road, Suite 1 Kutztown, Pa. 19530 Phone 610-683-6518 - Fax 610-683-3518

## OFFICE HOURS-MONDAY THRU THURSDAY 7:00 A.M. TO 4:00 P.M. FRIDAY 7:00 A.M. TO 11:00 A.M.

## **COMPLAINT FORM**

DATE:	_EMAIL:
YOUR NAME:	PHONE:
YOUR ADDRESS:	
YOUR SIGNATURE:	

Please tell us the nature of your complaint or concern. Be as specific as possible, and give us a location that is as exact as possible. If you can furnish us with a street address and the name of the property, it will help us in attempting to resolve this as soon as possible. We will not follow up on a complaint without a signature. PLEASE NOTE THAT YOUR COMPLAINT IS NOT CONFIDENTIAL.

Your complaint is important to the Township and we will try to expedite the investigation. But other issues may require an extended period of work by the Township personnel to resolve the complaint. We ask your understanding and patience in these matters. Please feel free to contact us for an update on your complaint during business hours.

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