



SCHWENKSVILLE BOROUGH

140 Main Street

Schwenksville, PA 19473

Tel. 610-287-7442 Fax 610-287-8098

Email: info@schwenksville-pa.org

Staff Use Only

Reviewed By: _____

Date: _____

Response: _____

Attach all written Responses or supporting records

REPORTING A CONCERN

The Borough of Schwenksville relies on citizens to alert the Borough to concerns, problems, services needed and complaints. The Borough requires this form to be completed for all reports where action or investigation is being suggested or requested. The report is used for transparency, follow-up and documenting communications and responses to reports or requests for services.

I. Type of Report

1. Please indicate the type of report:
- Code Enforcement/Property Maintenance
 - Road Repair or Condition
 - Missing or damaged Borough Property
 - Trash or Recycling Problem
 - Complaint – Other: _____
 - Suggestion for Improvement

II. Information for Individual Completing this Report

1. Name: _____
2. Address: _____
3. Telephone: _____ Email: _____
4. Today's Date: _____ When did the problem start? _____
5. Do you want an email responding to this complaint? Yes Not necessary.

III. Information about the issue being reported

1. Address or Location of the concern: _____
2. If known and applicable, Name of property owner: _____

IV. DESCRIPTION OF ISSUE BEING REPORTED

Please provide a description of the issue, problem, repair, complaint or service being requested. Please provide as much detail as possible including specific location, times, frequency and description. Please attach or email photos to info@schwenksville-pa.org and reference: e.g. "Smith Complaint Feb. 20, 2020".

Signature of Reporter

Date