**Property Maintenance Issue Form**

Return Form to: City Hall, 1100 Delta Avenue, Gladstone, MI 49837
or email to rbarron@gladstonemi.org

Instruction: Please fill-in all fields.
Incomplete forms cannot be processed.

<table>
<thead>
<tr>
<th>Property Location</th>
<th>Date</th>
</tr>
</thead>
</table>

**Type of Issue – Check all that apply**

- [ ] Debris- Junk in yard (except children’s toys)
- [ ] Grass - >6” in average height – complaints are deferred between Oct. 15 to May 1
- [ ] Vehicle – Parked on boulevard – complaints are deferred between Dec 1 to Apr 1
- [ ] Vehicle – Unlicensed or Junked
- [ ] Garbage
- [ ] Snow
- [ ] Other

Explain specifically what the issue is:

[Blank space]

Person who provided information on the issue:

[Blank space]

Contact Information for person who provided information (Address and phone number)

Department use only:

<table>
<thead>
<tr>
<th>Referred to:</th>
<th>Date:</th>
<th>PMC #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner</td>
<td>Occupant’s Name(s)</td>
<td>Phone #:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Owner</td>
</tr>
</tbody>
</table>

Comments:

[Blank space]

Inspection Date: _______________  Closed _______________  Invoice #: ____________