



Village of Broadview

A Balanced Community

COMPLAINT/ PUBLIC SUGGESTION RECORD VILLAGE OF BROADVIEW

THE VILLAGE OF BROADVIEW WELCOMES COMPLAINTS, SUGGESTIONS, COMMENTS, AND COMPLIMENTARY REMARKS, ABOUT THE VILLAGE'S FACILITIES, PROGRAMS, SERVICES, AND PERSONNEL. BY TAKING THE TIME TO COMPLETE THIS FORM, YOU GREATLY ASSIST THE VILLAGE IN MEETING ITS COMMITMENT TO PROVIDE QUALITY SERVICES TO THE COMMUNITY.

INFORMATION ON COMPLAINT

COMPLETED BY RESIDENT:

NAME: _____

ADDRESS: _____

PHONE: _____

RECEIVED STAMP:



NATURE OF COMPLAINT/SUGGESTION: (Be specific, include date, location & circumstances. etc.)

****OFFICE USE ONLY****

ACTION TAKEN:

Check & initial below:

RESIDENT NOTIFIED: YES: ___ NO: ___ | by phone___ Email___ In person ___

Date notified: __/__/__ Notified by: _____

REVIEWED BY DEPT. HEAD __/___/___ MAYOR'S OFFICE (WHEN REPORT IS COMPLETED) __/___/___