

# Benzie-Leelanau District Health Department

**BENZIE OFFICE**  
6051 Frankfort Highway  
Suite 100  
Benzonia, Michigan 49616  
Phone (231) 882-2103  
Fax (231) 882-2204

Website: [www.bldhd.org](http://www.bldhd.org)

**LEELANAU OFFICE**  
7401 E. Duck Lake Road  
Suite 100  
Lake Leelanau, Michigan 49653  
Phone (231) 256-0201  
Fax (231) 256-0225

## COMPLAINT FORM

Date Rec'd:
Time Rec'd:

Property Tax ID Number:
Computer ID #:

Type of Complaint:  Sewage  Garbage  Water Supply  Tobacco  Other\_\_\_\_\_

The information below is required to process this request and will be kept confidential to the extent as permitted by law. <b>Reported by:</b>
Name of person making complaint:
Address: City, State, Zip
Phone number(s):
E-mail:
Signature:

Location of Complaint	
Property Address:	
County:	Township:
Property Owner Information	
Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	

Please provide as much information as possible to insure a timely investigation. Photos and other supporting documentation are suggested but not required. A field inspection may be necessary. Some issues may be referred to another local agency or authority, and some issues are a matter of providing a property owner with educational information. This division does not perform mold testing.

Are children under age 18 in the home?  YES  NO

Any previous complaints?  YES  NO

How long has the condition existed?

Description of the nuisance/complaint:

FOR HEALTH DEPARTMENT USE ONLY

Date Inspected:

Public Health Hazard:  YES  NO

Conditions found:


Signature of Sanitarian:

Action Necessary:  YES  NO Permit Required:  YES  NO Permit Number:

Action Taken:

Date Compliance Required:


Referral Required:  YES  NO Date Referred:

Referred to (list agency):

Follow up Inspection date:

Progress:

Follow up Inspection date:

Progress:

Follow up Inspection date:

Progress:

Sanitarians's Signature:

Date:

Date Closed: