

Office Use Only

Check one	
Walk In	<input type="checkbox"/>
Drop Off	<input type="checkbox"/>
Faxed In	<input type="checkbox"/>
Mail In	<input type="checkbox"/>
Phone In	<input type="checkbox"/>
Email	<input type="checkbox"/>



City of Wilmington
Department of Licenses & Inspections

8:30am – 5:00pm Mon - Fri (Hours of Business)

302-576-3030 (Direct Line)

302-571-4423 (Fax)

**CONSTITUENT
COMPLAINT TRACKING FORM**

PROPERTY ADDRESS OF COMPLAINT

ADDRESS: _____
PROPERTY OWNER: _____ PHONE # _____

DESCRIPTION OF COMPLAINT:
(Please Print Clearly and Be Specific)

***CONSTITUENT INFORMATION:**

LAST _____ FIRST _____ PHN/EMAIL _____

*** ALL COMPLAINTS THAT ARE MADE BY TENANTS MUST INCLUDE FULL NAME AND CONTACT NUMBER SO THAT AN INSPECTOR CAN REACH YOU. IF THIS INFORMATION IS NOT INCLUDED, COMPLAINT WILL NOT BE PROCESSED.**

(OFFICE USE ONLY)

FOLLOW UP DATA/INFO

DATE RECEIVED ___/___/___ TIME ___:___AM/PM

ADDITIONAL COMMENTS:

C/B NUMBER: _____ TRACKING #: _____
SPOKE TO: _____ DATA INPUTTED BY: _____
DATE/TIME: _____ (INITIALS)

***YOUR NAME AND TELEPHONE NUMBER IS REQUIRED IF YOU WOULD LIKE THE DEPARTMENT OF LICENSES AND INSPECTIONS TO CONTACT YOU WITH A COMPLAINT NUMBER SO THAT YOU MAY TRACK THE STATUS OF YOUR COMPLAINT.**

Department of Licenses & Inspections would like to thank all of our Constituents in advance for their ongoing efforts in helping us keep the City of Wilmington's neighborhoods clean