



Randolph County Commission  
 Enforcement Agency  
 4 Randolph Ave Suite 102  
 Elkins WV 26241

Date Received:	_____
EA File # Assigned:	_____

**REQUEST FOR INVESTIGATION (complete as much as possible)**

I hereby request an investigation of the public health hazard or unsafe property condition described below:

\_\_\_\_\_

Location (be specific): \_\_\_\_\_

<b>Person (s) responsible for the condition:</b>	<b>Owner of property (if different)</b>
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

How long has the condition existed? \_\_\_\_\_

Have you reported this condition to the person responsible?	___ Yes	___ No
Has this condition been reported to another agency?	___ Yes*	___ No
Extermination required	___ Yes	___ No

\*IF yes, name of agency reported to: \_\_\_\_\_

By making this Request for investigation, I acknowledge that Randolph County Commission may take all necessary steps consistent with the appropriate laws to investigate and effect correction if such is warranted. Such action may involve referral to other agencies or legal action that may require the need for my court appearance and testimony to collaborate the conditions I have stated in this complaint.

**Person requesting investigation:**

Name: _____	Signature: _____
Address: _____	Date: _____

**For Randolph County Enforcement Agency use only:**

Complaint	Yes		No	Date	Action Taken	Yes		No	Date
Investigated					Written Notice				
Previously Investigated					Verbal Notice				
Justified					Other				

<b>Condition Found:</b> _____ _____ _____ _____ _____ _____ <b>Field Inspector:</b> _____	<b>ASSIGNED PRIORITY LEVEL</b>
	Priority Level Assigned at time Complaint Received: _____ Priority Level Assigned by Field Investigator: _____ Priority Level Assigned by Engineer: _____
	1 <b>Emergency – immediate</b> health/safety hazard 2 <b>Emergency – potential</b> health/safety hazard 3 <b>Non-emergency – abandoned/dilapidated</b> structure 4 <b>Non-emergency – vehicle/trash/debris/vegetation/eyesore</b>