



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

**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):

---

Physical Address of Property:

Mailing Address of Person Responsible:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Have you reported this condition to the person responsible?       Yes       No

Has complainant been notified?       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	Action Taken		
	Yes	No	Date
Investigated			
Previously Investigated			
Justified			

Condition Found: \_\_\_\_\_

---

---

Field Inspector: \_\_\_\_\_ Date: \_\_\_\_\_