



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):

Person (s) responsible for the condition:

Owner of property (if different)

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

Condition Found: _____

Field Inspector: _____ Date: _____