

## **How to File a Complaint**

The Unity Town Office is responsible for responding to complaints. To simplify this process we have developed the Complaint Form. We need information on the form completed in order to investigate – what do you want us to investigate, and where is it located? Without this information we can't do anything. If you think you know who is responsible for the problem, it would be helpful if you would include the information. If you would like us to follow up with you personally, please provide your name and contact information. If you want to remain anonymous, that's OK, but we will not be able to follow up with you.

Once completed, you can submit the form by posted mail, or drop it off at the Town Office.

We will not accept emailed, faxed or private message complaints.

Mail to:       TOWN OF UNITY  
                  PO BOX 416  
                  Unity, ME 04988

Questions:     Contact the Unity Town Office, 207-948-3763



**Town of**  
**UNITY**  
 Incorporated ★ 1804

## COMPLAINT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ Phone: \_\_\_\_\_

Check the box if you would like a follow up? Name and phone must be completed.

COMPLAINT: \_\_\_\_\_

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### TOWN OFFICIAL USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Submitted to:  Municipal Officers  Code Enforcement Officer  Other: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Investigation Findings: \_\_\_\_\_

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Municipal Official Signature: \_\_\_\_\_

Date complaint closed: \_\_\_\_\_