



# LONGSWAMP TOWNSHIP

BERKS COUNTY  
1112 STATE STREET  
MERTZTOWN, PENNSYLVANIA 19539-9101

OFFICE HOURS DAILY - MONDAY THRU FRIDAY 9:00 A.M. TO 4:00 P.M. - - - PHONE 610-682-7388  
FAX 610-682-9067

## RESIDENT COMPLAINT FORM

COMPLAINT NUMBER \_\_\_\_\_  
(current year)

PROJECT NUMBER \_\_\_\_\_  
(if applicable)

DATE: \_\_\_\_\_

TWSP #: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

Please tell us the nature of your complaint or concern. Please be as specific as possible and give us a location that is as exact as possible. If you can furnish us with a street address and the name of the property, it will help us in attempting to resolve this as soon as possible. PLEASE NOTE THAT YOUR COMPLAINT IS NOT CONFIDENTIAL.

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If your complaint or concern is related to an immediate threat or danger to public safety and/or welfare, we will expedite this to priority level for resolution. Other issues may require an extended period of work by Township personnel to resolve. We ask for your understanding and patience in these matters. Please feel free to contact us for an update on your complaint during business hours.

LONGSWAMP TOWNSHIP  
BOARD OF SUPERVISORS