

In order to improve quality of life in the University District and assure that you reside in a safe dwelling in a pleasant community, please use this form to report any property complaints you may have. Fill this form out to the best of your ability (*please be as thorough as possible*).

Please report each property to the Mayor’s Call and Resolution Center by phone (851-4890) or via the internet at <http://www.city-buffalo.com/Applications/ComplaintForm/default.aspx>

Date: _____

Have you reported this property to the Mayor’s Call and Resolution Center? Yes No

Property Address (*please include street number and indicate upper or lower/apartment number, if applicable – please be as accurate as possible!*):

Use of the property (check all that apply): Residential Commercial Abandoned building Vacant lot Other (please specify): _____

Occupancy (check all that apply). The property is:

Owner-occupied Renter-occupied Vacant Illegally occupied (squatters)

Nature of complaint (*please specify unit*):

Interior

Exterior

- Electrical
 - Exposed/loose wiring
 - Fixtures/outlets not working
 - Missing cover plates
- Floor/carpeting in disrepair
- Broken/missing handrails (2 required)
- Inadequate heat/non-functioning furnace
- Mold/moisture (including basement)
- Lack of/non-functioning smoke detectors
- Peeling paint
- Plumbing
 - Fixtures non-functioning
 - Inadequate water pressure
 - Supply or drain line leaks
- Vacancy
- Vermin (rats/mice)
- Other (please specify):

- Driveway/sidewalk damage
- Garage/shed in disrepair
- Graffiti (specify location): _____
- Broken/missing gutters
- Broken/missing handrails (2 required)
- High weeds/grass (10 inches or higher)
- Peeling paint or loose/missing siding
- Parking
 - Vehicles parked on lawn
- Roof
 - Leaking
 - Missing shingles
- Stairs/steps or entryways
- Trash/debris
- Broken/inoperable windows
- Unlicensed vehicles (or without license plates)
- Unsafe balcony
- Vermin (rats/mice)
- Structural issues (foundation, roof etc.) please specify:

- Other (please specify):

Has the landlord and/or property owner been notified? Yes No

Duration of problem(s):

Has any action previously been taken to remediate this problem? If so, what kind?

How are these problems impacting the community?

Additional notes/comments:

Your name and contact information (*required only for interior inspections*):

(name/address) _____ (phone) _____

Property owner/landlord contact information (*optional*):

(name/address) _____ (phone) _____

Submission Instructions:

You may submit this form by:

- a. Dropping it off at the Gloria J. Parks Community Center – 3242 Main Street, Buffalo, NY 14214. Phone: (716) 832-1010
- b. Mailing it to the Gloria J. Parks Community Center (address above)
- c. Faxing it to the Gloria J. Parks Community Center – (716) 832-5099
- d. E-mailing to housing.director@uhcda.org

Please note that this form is for *property* complaints – *please report any criminal activity (drugs, alcohol, violence, noise, vandalism, etc.) directly to the Buffalo Police Department, health issues to the Erie County Health Department, and animal issues to Animal Control (numbers listed below).*

Important Phone Numbers	
Buffalo Police Dept.:	Fair Housing Officer: 851-4212
E-District: 851-4416	Fire Prevention: 851-5705
Headquarters: 851-4588	Parking Violations Bureau: 851-5182
Emergency dial 911	Preservation Office: 851-5029
Animal Control: 851-5694	Utilities:
City Vermin Control: 851-4890	National Grid: 1-800-642-4272
Erie Co. Health Dept.: 961-6800	National Fuel: 686-6123
University Council Member: 851-5165	Water Dept.: 847-1065