



*"In the Spirit of Town Government"*

**Town of Buchanan**  
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## RESIDENT ISSUE/CONCERN FORM

If you have an issue or concern that needs to be addressed or brought to the attention of the Town of Buchanan, please fill out this form with detailed information. A Town representative will follow-up on the issue or concern and contact you with further information.

**TODAY'S DATE:** \_\_\_\_\_ **ONLINE/PHONE**  **IN PERSON**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**LOCATION OF ISSUE OR CONCERN:** \_\_\_\_\_

**EXPLAIN ISSUE OR CONCERN:**

**OFFICE USE ONLY**

Form Initiated By: \_\_\_\_\_ Given to: \_\_\_\_\_ for Resolution.

Action Taken and Action Dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution Completed:  YES  NO Date: \_\_\_\_\_  
Resident Follow-Up Completed:  YES  NO Date: \_\_\_\_\_

(Give to staff/others as necessary for resolution. After full resolution or if no resolution can be completed place copy in office binder with fully completed form).