



"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).