

## Instructions for Submitting a Code Enforcement Complaint

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Residents who would like to submit a **Code Enforcement Complaint** should send an email with the following information included:

**Send your email to:** [codeenforcement@jessaminesheriff.org](mailto:codeenforcement@jessaminesheriff.org)

**Email Subject Line:** Code Enforcement Complaint

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### Information to include in the body of the email:

**Your Name and Contact Information:** (personal information will not be shared with the public)

- Full Name
- Email Address
- Phone Number

### Address of the Complaint:

- Street Address
- City

### Nature of the Complaint:

- Tall grass and weeds
- Trash and debris
- Maintenance needed on property
- Junk vehicles
- Abandoned vehicle
- Dilapidated Structures
- Other (please specify)

### Description of the Complaint:

- Provide a detailed description of the issue and any relevant information

### Duration of the issue:

- How long has the issue been ongoing?
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**Please ensure all required information is included to help expedite the complaint process.**