

General Information

The Municipal Court Judge, Code Enforcement Officer, and the Clerks of the Alto Municipal Court are not allowed to give legal advice. You are urged to review the applicable laws and to consult an attorney of your choice for further information or answers to specific legal questions.

Instructions

Should you have a complaint concerning a building or property that is substandard within the City limits of Alto, Texas, you may fill out the following Citizen's Complaint Form. Please print legibly and sign in front of a notary before filing with the Alto, Municipal Clerk.

Once received the Code Enforcement Officer will investigate the complaint and along with the City Attorney determine whether or not to pursue enforcement based on your complaint.

CAUSE NUMBER: _____

IN RE: § IN THE MUNICIPAL COURT

[Structure address] § CITY OF ALTO
ALTO, TEXAS 75925 § CHEROKEE COUNTY, TEXAS

CITIZEN'S COMPLAINT

IN THE NAME AND BY AUTHORITY OF THE STATE OF TEXAS:

In this Complaint, the following terms shall have the following meanings:

1. **Complainant** (name of person signing this Complaint):

2. **Defendant:** _____

3. **Date of Violation** (fill in one date): _____

4. **Described Violation** (Check one only. If both, then fill out a separate Complaint for each.):

a. ___ Defendant was an owner of any interest in the structure, and Defendant failed to maintain Such structure so that it was not a substandard building, as described in the Defect in Structure section of this Complaint.

b. ___ Defendant occupied the structure while it was a substandard building, as described in the Defect in Structure section of this Complaint.

1. **Location of Structure:** _____ Alto, Texas, 75925
Street Address

2. **Description of Property:**

Legal Description of property or Cherokee County Appraisal District Property ID.

3. **Defect in Structure** (Describe how the structure violates the City of Alto's Code of Ordinances Section 6.64.1.): _____

I, the Complainant, do solemnly swear that I have good reason to believe and do believe that Defendant, on the Date of Violation, in the City of Alto and State of Texas, did unlawfully commit the Described Violation concerning the structure at the Location of Structure, and this structure

then and there had the Defect in Structure, in violation of the Substandard Building Ordinance, against the peace and dignity of the State.

SIGNATURE

DATE

PRINTED

SUBSCRIBED AND SWORN TO BEFORE ME ON _____ DAY OF
_____, 20____, BY _____.

NOTARY PUBLIC, STATE OF TEXAS