

PET COMPLAINT FORM

Avenel staff will follow up on potential violations of Avenel's Pet Rules when residents reporting the incident complete this form to document the facts. This complaint form is kept in the pet owner's file and is available for homeowners to review upon request.

Residents are encouraged to utilize Montgomery County Animal Services to report violations of County Animal Control laws and regulations. A summary of selected county laws is available online on the Montgomery County website. Residents may report violations anonymously by contacting the Montgomery County Animal Services Division at 240-773-5900.* Avenel's Pet Rules are in addition to, and not in place of, Montgomery County laws and regulations. While the ACA may seek compliance with and enforce its Pet Rules, such enforcement is in addition to any enforcement that may be implemented by Montgomery County.

DATE: _____

NAME OF PERSON REPORTING THE INCIDENT: _____

ADDRESS: _____

PHONE # (W) _____ (H) _____

Date and Time of Incident: _____

If the incident occurred repeatedly give each date known or span of time.

Location where incident took place: _____

Description: ☐ dog ☐ cat Color: _____ Size or approximate weight: _____
Short or long hair? _____

Name and/or address of the pet owner: _____

Concern/Complaint: Please be specific and provide as much detail as possible.

Return completed form to Karen Tam, Avenel, 9501 Beman Woods Way, Potomac, Md. 20854, or fax to 301-299-7169.

COMPLAINANT'S NAME/ADDRESS AND THE ADDRESS OF THE PET OWNER MUST BE PROVIDED BEFORE ANY ACTION CAN BE TAKEN.

This section completed by ACA.

DATE RECEIVED: _____ RECEIVED BY: _____

ACTION TAKEN: _____

*Information as of 9/9/11