

## 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 Colby Schlekeway at colby@liveatavenel.com, mail to Avenel, 9501 Beman Woods Way, Potomac, Md. 20854, or fax it to 301-299-7169.

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

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This section completed by ACA.

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\*Information as of 9/9/11