READING PARKING AUTHORITY
COMPLAINT AND INVESTIGATION FORM

TICKET INFORMATION:

DATE _____ LICENSE # _____ TICKET # _____

LOCATION _____

METER # _____ TIME TICKET ISSUED: _____ (Circle One) FAST BROKEN JAMMED

OTHER VIOLATION _____

COMPLAINANT INFORMATION:

NAME _____ TELEPHONE # _____

ADDRESS _____ ZIP _____

DATE OF COMPLAINT: _____ TIME OF COMPLAINT: _____

HOW FILED: (Circle One) IN PERSON BY PHONE BY LETTER

COMPLAINT / INQUIRY : _____

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COMPLAINANT SIGNATURE _____ *DATE* _____

RESPONSE / ACTION TAKEN :

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RPA STAFF _____ LETTER # / DATE SENT _____