

211 South High Street
P.O. Box 466
Mt. Orab, Ohio 45154

Village of Mt. Orab

Phone: 937 444-4141
Fax: 937 444-3115

Citizen Service Request Form

The purpose of the Citizen Service Request Form is to assist in accurately documenting service requests and work order requests. Documentation is an effective method to make certain that your concern is handled by the correct department in a timely manner. Please assist us in serving you by completing the information on the form below and returning it to our office. Once your form is received it will be forward to the correct department. You should receive an initial response within a few days. If you have additional concerns please contact the Village Office at (937) 444-4141.

Requested by	Address	
Date	Time	Phone

Service Requested: (circle appropriate items)

- | | | |
|----------------------------|----------------------|---------------|
| Street Repairs (Pot Holes) | Missed Trash | Grass Mowing |
| Street Signs | Special Trash Pickup | Curb Repairs |
| Street Lights | Missed Recycling | Shoulder Work |
| Street Cleaning | Sidewalk Repair | Road Salting |
| Debris Cleaning | Tree Limbs | Snow Plowing |

Misc. - Others _____

Description of Property

Referred to: _____ Department

Reply from Department

Action Taken by Department

Signed: _____ **Date:** _____ **Time:** _____