

AFFIDAVIT OF COMPLAINT

PLEASE READ INSTRUCTIONS CAREFULLY

PLEASE KEEP THIS INSTRUCTION SHEET FOR REFERENCE

In order for Code Enforcement to process the complaint in a timely manner, we request that you submit the affidavit as soon after an incident as possible.

Any complaint may be investigated; however, before a citation may be issued, the code enforcement officer must have personal knowledge of the violation or probable cause to believe the violation did exist. If a citation is issued and the defendant requests a court hearing, you and your witness(es) will be required to testify in court, as our witness(es).

The affidavit must contain the following information: WHO? WHAT? WHEN? and WHERE?

- Name and address of the affiant / complainant
- Name and address of the person seen committing the violation.
- Time and dates of incident(s) / violation(s) personally witnessed. Describe the incident(s) / violation(s). You must provide specific date and time.
- Location of incident / violation.

The affidavit **MUST** be signed by the complainant AND a Notary Public in order to be valid.

Return your affidavit to:

**Marion County Code Enforcement
2710 E Silver Springs Blvd
Ocala, FL 34470**

If you have any further questions or need assistance, call (352) 671-8900.

Affidavit MUST be signed in the presence of a notary public.