

# Instructions to Submit a Housing Code Violation Complaint in MyGov

After you have selected the **Submit Complaint** button—you will be taken to the City of Jamestown MyGov portal to submit your complaint, and this box will appear:

Select **CODE ENFORCEMENT** in the Select category. Then **Select subcategory** that best describes the nature of the code complaint. Once selected, the box will expand as shown below for more detailed information to be added.

Fill in Contact Information to receive updates and status of the code enforcement case with **NAME, EMAIL, & PHONE** as required fields.

You can remain Anonymous, however you will not receive updates. All complaints are strictly confidential.

Last Steps: Type in the security code shown and then Click on blue **Submit Request** button at bottom.

Subject is the address for the property that has the code violation complaint.

Click on **Add a location**. Another box will appear.

Type a brief description for the nature and other specific information such as location on the property for the complaint.

You can attach photos or a PDF file with the

Click once on **Location by Address** and box below will open.

Type in address and don't include St, Ave., Dr or other description. **DO NOT USE** type or **DIRECTION**. The address if typed in properly will appear below the field.

**CLICK ON ADDRESS** then **CLICK** on **Saved Attached Location**