



**PROCEDURE for CANINE CONDUCT COMPLAINTS**

**APPENDIX A – Complaint Form**

Once Action Steps 1 – 4 of the Procedure for Canine Conduct Complaints have been exhausted, an owner may send a substantiated account to the Association office for review. Each complaint must have the following components:

(1) **Witnesses.** Identify those who witnessed the facts upon which the complaint is based:

**Witness 1** - Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact email or phone: \_\_\_\_\_

**Witness 2** - Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact email or phone: \_\_\_\_\_

(2) **Behavior Concern and Proof of Behavior.** To impose a fine, the Association needs strong evidence that the violation claimed actually took place. While statements briefly describing the details of the problematic behavior, including the date and time observed, are useful, supplemental statements with photographs or video that substantiate the statement makes for stronger evidence that the violation occurred.

(3) **Proof of Specific Animal Involved.** It is important that we have specific proof identifying the animal that is involved in the complaint/issue, along with an address of its owner. Proof may be a video or photograph that clearly identifies the animal causing the concern.

(4) **Proof of Specific Animal Ownership.** Please provide the address and the name of the pet’s owner.

*\* Please note - the Association can only intervene with pets that live in Snoqualmie Ridge.*

**Pet Owner** - Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact email or phone: \_\_\_\_\_