



Community Planning & Development
Code Administration

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SERVICE REQUEST

Date: _____ Assigned Case #: _____ CCN: 06- _____

Property Address: _____

Owner Occupied: Rental Property: Non-Residential: Unknown:

Owner Name & Address (if known): _____

If Rental, Agent Name (if known): _____

If rental, rent being paid to: _____

If you are a tenant, have you informed the landlord of the conditions: YES NO
(Tenants are expected to inform landlord in writing of all issues prior to filing a service request. Unless the case is an emergency (i.e. no utilities, raw sewage, etc.), tenants will be requested to first contact landlord to attempt resolution of problem. A copy of the written request for repair should be submitted with this form.)

If you are a tenant, are you being evicted? YES NO

Describe the conditions affecting the property:

(use back if necessary)

Print Name: _____ Signature: _____

Address: _____ Phone Number: _____

Organization (if applicable): _____ Alt. Phone #: _____

Referred to (OFFICE USE ONLY):

Rental Housing (House Related) Code Compliance Owner Occupied Housing Property Trash/Junk
Graffiti Buildings/Trades Programs Zoning Commercial/Industrial Other

This matter assigned to: _____

Report:

Outcome:

Inspector Signature: _____ Closed Date: _____