



**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)       Owner Occupied Housing       Property Trash/Junk       Graffiti
- Buildings/Trades       Programs       Zoning       Commercial/Industrial       Other

This matter assigned to: \_\_\_\_\_

Report:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Closed Date: \_\_\_\_\_