Neighborhood Law Program · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4146 or 707.648.4147

NLP CITIZEN REPORTER INTAKE FORM

INSTRUCTIONS: Please supply as much detail as possible. Feel free to use the back of this page or attach more paper as needed. When this form is complete, please turn in a hard copy to the front desk of the City Attorney's Office on the 3rd Floor of City Hall, or mail a hard copy to Vallejo City Hall 555 Santa Clara Street Vallejo, CA 94950. You may also e-mail the completed forms to Eli Flushman at eli.flushman@cityofvallejo.net or Ryan Griffith at ryan.griffith@cityofvallejo.net. If you have any questions, contact the Neighborhood Law Program at the above address or phone number.

Date of Citizen Report: _____ **Date issues first began:** _____

Location of Neighborhood Law Issue:

Street Address _____

City:_____ **State:** _____ **Zip:** _____

Nearest Cross Street: _____ **Neighborhood:** _____

Property Owner Info: **Name(s):**_____ **Phone:**_____

(if known) **Address:**_____

City: _____**State:** _____ **Zip:** _____

Additional information about owner_____

Occupant Info: **Name(s):** _____ **Phone:** _____

(if known) _____ _____

Details of Complaint: (Be specific and feel free to attach additional paper to this form or use the back of this form): _____

_____

_____

Are there any known or suspected hazards at this location? (i.e. dangerous or unstable residents, dogs, criminal activity, hazardous substances, etc.) □ **No** □ **Unknown** □ **Yes - Describe:** _____

_____

_____

Please submit any photos, documentation or other related information you have with this form.

Citizen Reporter Contact Information: (Optional)

Citizen Reporter Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:**