



Citrus Heights Police Department
 6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5500

**Code Enforcement and Rental Housing Inspection Unit
 Administrative Fines & Fees Review Form**

INSTRUCTIONS

1. Complete section A only.
2. Attach a copy of your Driver's License or valid ID.
3. Return this form to the **Citrus Heights Police Department, Code Enforcement Unit.**
4. Written/email notification of the disposition of your request will be mailed/emailed generally within 30 days from receipt of your Review Form

SECTION A: REQUESTOR INFORMATION

Please print or type information

DATE OF REQUEST		CASE OR INVOICE NUMBER	
OWNER/RESIDENT NAME		PHONE #	
SITE ADDRESS	# STREET	CITY/TOWN	ZIP CODE
OWNER/RESIDENT EMAIL ADDRESS			
CUSTOMER # (IF AVAILABLE)		DISPUTED AMOUNT \$	

BRIEF EXPLANATION OF REASON(S) OF REQUEST:

SIGNATURE	DATE
-----------	------

SECTION B: ADMINISTRATIVE USE

SUPPORTING DOCUMENTATION:

PROGRAM ASSISTANT: _____ DATE: _____
 SR. CODE ENFORCEMENT OFC/SERGEANT: _____ DATE: _____
 LIEUTENANT: _____ DATE: _____