



**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)		BALANCE DUE (IF AVAILABLE) \$	

BRIEF EXPLANATION OF REQUEST:     APPEAL     BALANCE INQUIRY     SALE     REFINANCE     OTHER

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SIGNATURE	DATE
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**SECTION B: ADMINISTRATIVE USE**

BILLABLE     NOT BILLABLE

RECEIVED DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ ID # \_\_\_\_\_

REQUESTING FEES WAIVED     YES     NO

AMOUNT REQUESTED WAIVED: \_\_\_\_\_

SUPPORTING DOCUMENTATION:

\_\_\_\_\_  
 \_\_\_\_\_

RECOMMENDATION:     APPROVED     DENIED (REASON) \_\_\_\_\_

SR. CODE ENFORCEMENT OFC/SERGEANT: \_\_\_\_\_ Date: \_\_\_\_\_

LIEUTENANT: \_\_\_\_\_ Date: \_\_\_\_\_

COMMANDER: \_\_\_\_\_ Date: \_\_\_\_\_

MANAGEMENT ANALYST: \_\_\_\_\_ Date: \_\_\_\_\_