



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 third 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](mailto:eli.flushman@cityofvallejo.net) or Brandon Gerstle at [brandon.gerstle@cityofvallejo.net](mailto:brandon.gerstle@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:** \_\_\_\_\_