



City Attorney's Office • 555 Santa Clara Street • Vallejo • CA • 94590 • 707.648.4545

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 mail a hard copy to: Neighborhood Law Program, City Attorney's Office, 555 Santa Clara Street, Vallejo, CA 94590. You may also e-mail the completed form to city.atty@cityofvallejo.net. If you have any questions, contact the City Attorney's Office at the above 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 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:** _____