



# City of Burbank

## Landlord-Tenant Complaint/Request for Information Form

*The City of Burbank provides information and resources only and does not have any legal authority and does not provide legal advice. This form and any documents submitted with it are public records that may be disclosed to members of the public under the California Public Records Act.*

-Have You Hired an Attorney?: Yes      No

-Full Name:

-Address:

-City, State, Zip Code:

-Phone Number:

-E-mail:

-Are You Being Evicted?: Yes      No

-Unit Type: House

Apartment

Other

-Have you lived at this property for at least a year? Yes      No

-Landlord's Name:

-Landlord's Phone Number:

-Landlord's Address:

-How Did You Hear About Us?:

Briefly Explain Your Complaint/Question:

Please attach the following documents *if applicable*:

- ✓ Rental Lease Agreement
- ✓ Notice of Violation or Notice to Vacate or Notice to Quit
- ✓ Any supporting documents to support your claim
- ✓ Any amendments to rental agreement
- ✓ Any written communications with landlord/tenant

Once you complete this form and have your documents ready, please return to:

- Email [housinginfo@burbankca.gov](mailto:housinginfo@burbankca.gov)
- Or in person at Community Development Department, 150 N Third St, 2<sup>nd</sup> Floor Burbank, CA 91502
- If you have any questions, please email [housinginfo@burbankca.gov](mailto:housinginfo@burbankca.gov) or call 818.238.5160

*This form is completed voluntarily and the information it contains may be shared at an open public meeting*