



# City of Burbank

## Housing Concern Intake 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.*

*This Form May Be Completed by Tenants or Landlords*

Date:

How did you hear about us?

Are you a Tenant or a Landlord?

Have you hired an attorney?      Yes      No

**Rental Property Information:**

Number of Bedrooms:

Monthly Rental Price:

Unit Type:      Single Family Dwelling  
                    Accessory Dwelling Unit  
                    Multi-Family Dwelling  
                    Condominium Unit  
                    Other

Tenant's Name:

Tenant's Phone Number:

Tenant's E-mail:

Tenant's Address:

Has the tenant lived at this property for at least a year?      Yes      No

Section 8 Voucher Holder?:      Yes      No

Does the tenant household include any of the following? (Check all that apply):

Senior

Low-income

Person(s) with a disability

Minor children under 18 living in the unit

*This information is requested to help determine eligibility for certain tenant protections, resources, or referrals.*

Landlord's Name:

Landlord's Phone Number:

Landlord's E-mail:

Landlord's Address:

What best describes your housing concern (check all that apply):

Eviction

Request for Mediation Services

Harassment/Retaliation Concerns

Other

Habitability Concerns

Concerns Related to Lease Agreement

Rent Increase Concerns

**Briefly Describe Your Housing Concern or Question:**

If available, please attach the following documents *as 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

Preferred Method of Contact:      Phone      Email

Language Assistance Requested:      Yes      No

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*