



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?

Rental Property Information:

Property Address:

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

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

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
 - Or in person at Community Development Department, 150 N Third St, 2nd Floor Burbank, CA 91502
 - If you have any questions, please email 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*