

FOR OFFICE USE ONLY-Date and Initial

1. Method used to verify non-compliance:
 - On-site inspection _____
 - Photographs taken _____
 - Deputy verifies expired vehicle registration (For Junk Cars Only) _____
3. Clerk prepares & mails complaint report _____
4. Deadlines & Verifying Corrections
 - Property owner to comply by: _____
 - On that date, the Clerk re-inspects to verify that non-compliance has been corrected.
If possible, photograph any continued non-compliance. _____
 - Deputies verify vehicle registration is current if a junk car issue. _____
5. If property owner has not corrected the non-compliance:
 - Clerk provides Deputy or City Attorney with packet of information on this non-compliance. _____
 - Date Deputy issues citation – if applicable. _____
 - Date City Attorney issues citation – if applicable. _____
 - What is scheduled court date?
(Check with Clerk of Courts) _____
 - Results of hearing _____
 - Comments _____

 - Date File Closed _____