

Formal *Inquiry*



Date: _____

Name: _____

Notice of Violation Case Number: _____

Home Address: _____

Mailing Address (if different): _____

STVR Address: _____

I am writing to inquire about and/or dispute the following information that appears on my **Notice of Violation** associated with a Short-Term Vacation Rental.

Inquiry/Dispute: [complete a separate form for each disputed item]

Type of disputed information: [Provide category of disputed information such as "incorrect address" or "not less than 30-day rental," etc.]

Explanation of item being disputed: [Insert questions about the Notice of Violation/explanation of why you think the Notice of Violation is inaccurate]

Please attach documents that support your dispute or regulations or policies which require clarification [Provide description of document such as "lease agreement" or "copy of the city ordinance"]. List attached documents:

This form is not to be used to appeal a fine associated with a written citation. This form is to be used to clarify and/or provide correct and accurate information on a STVR located within the City of Carlsbad. A Code Enforcement Customer Service Representative will review your dispute and/or inquiry and provide a written response.

Please submit the completed form to the City of Carlsbad Code Enforcement Office located at 1200 Carlsbad Village Drive, Carlsbad, CA. 92008 or by email at STVR@carlsbadca.gov.

Thank you for your inquiry.