City of Kansas City, Mo.
Neighborhood and Community Services Department
Neighborhood Preservation Division
4900 Swope Parkway, fourth floor
Kansas City, MO 64130
(816) 513-9010

Property Maintenance Appeals Board

Application for administrative hearing

Neighborhood Preservation Division staff only

Case No. _____ Date filed _____

1. Appellant's(s') name, address and phone number

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_____

2. Address of property subject to this appeal

_____

3. Appellant's legal interest in this property (e.g., owner or agent) _____

4. Describe in a brief statement the specific order or action you are protesting (attach additional sheets as needed). Include any material facts you believe support your appeal.*****

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5. Name, address and phone number of legal counsel (if applicable)******

_____

*****Pursuant to Section 56-342 of the property maintenance code, only those matters or issues specifically raised by you will be considered at the hearing.

******If you will not be present at the hearing but you will be represented by an agent, you must submit an affidavit (sworn statement) to designate an agent when you submit your administrative hearing application. This form also is available from the Neighborhood Preservation Division.

I hereby certify that all statements made on this form and in any attachments are true to the best of my knowledge and belief.

Appellant's signature _____ **Date** _____

For assistance completing this form or more information about your case, call the Neighborhood Preservation Division, (816) 513-9010. Return the completed form and the $50 non-refundable application fee to the Property Maintenance Appeals Board, 4900 Swope Parkway, fourth floor, Kansas City, MO 64130. Payment of the fee can be made by check or money order payable to the city treasurer.

NOTE: Failure to appeal within 10 days of the date of the legal notice shall constitute a waiver of your rights to an administrative hearing and adjudication of your complaint.

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Received by _____ CK ID _____