**Code Enforcement/Vector Case Required Information**

1. Address of Complaint/violation
2. Relation to property - If they are the property owner/tenant, calling on behalf of someone or neighbor complainant
3. Name of resident (if applicable the name of both the caller and the person they are calling for)
4. Contact number(s) and if they prefer a call ahead of time
5. How is the violation property visible/accessible to inspector?
* Is the property visible from alley or other public access? park or corner property
* Does the inspector have permission to access their yard/complainants yard?(if they are an “anonymous” neighbor not giving permission to use their yard nor is there a public access way to view violation property we cannot start a case.
1. Do they have dogs that could potentially be in the yard during the day?
2. What are the specific violations or issues on property in question?

Vector

* Where are they seeing the rats; front yard, back yard, alley

\*interior of structures (houses, garage/shed) are not covered by the City

* Are the burrows, if so, where?

Property Maintenance

* Specific violations; Tall grass and weeds, Junk, Ground feeding, RVs, Ext. Main.
* Where on property; front or rear yard, behind garage

Enter case based on violation/complaint info. If they are calling for both Vector and Property Maintenance then you will enter a case for each entering all location and contact info and a notation that the other case has been entered as well.