



**City of Auburn**  
 1225 Lincoln Way;  
 Auburn, CA 95603  
 Phone (530) 823-4211  
 Fax (530) 885-5508

**COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Street Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

You may make anonymous complaints if the violation is visible from public view. Simply write “anonymous” in the appropriate space.

Please understand that our office will NOT give out your private information, allowing you to remain anonymous (unless it is court ordered).

Address in Question: \_\_\_\_\_

Please be advised that during an investigation a courtesy letter, notice and order, administrative or criminal citation(s), inspection warrant and seizure warrant may be necessary to effectively remove the violation. Action beyond a courtesy letter may become lengthy.

Complaint Type: Mark as many as applicable. Additional space has been provided for details that may be helpful for the investigation. Please provide first hand knowledge regarding your complaint.

**VEHICLES (Auburn Municipal Code, Chapter 72, 90, and 95)**

Describe the vehicle, duration of inoperability and specific location.  front yard  back yard  one vehicle  more than one  
**Parking complaint on city street/city parking lots should be directed to Police Dispatch at 823-4223**

**GENERAL NUISANCES (Auburn Municipal Code, Chapter 95)**

Some examples are overgrown vegetation, clippings, falling fences, vehicle parts, salvage materials, appliances, furniture, containers, garbage, marijuana grow, homeless camp, swimming pools, etc.

**SUBSTANDARD HOUSING (Auburn Municipal Code, Chapter 150, Health and Safety Code, Section 17920.3)**

A complaint must be filed by the resident/tenant of the dwelling in order for staff to respond (exemption: first responder or other staff).

**High priority** items must be repaired within 72 hours of notification to the property management/landlord before filing a complaint. Individuals must first notify the property management/landlord and attempt to resolve the issue. If a resolution has not been reached within 72 hours, a complaint may be filed.

Lack of water or hot water       Lack of electricity       Lack of heat

Sewage backup into dwelling or released onto the ground

**Low priority** items should be addressed within 30 days of notification to the property management/landlord. Written proof of notification to the property management/landlord must be submitted with the complaint and at least 30 days must have passed since the notification. Complaints submitted without proof of notification to property management/landlord will not be investigated. Written notification to the property management/landlord may be submitted via a certified letter, emails, or text messages and must contain the following information:

1. The condition which is making the dwelling substandard.
2. The expected outcome to make the dwelling more livable.
3. The timeline for repairs (30 days).
4. Your intentions should repairs not be made within the timeline.

Resident/tenant: If applicable, indicate the last date you have legal access \_\_\_\_\_.

