



CITY OF  
**HAYWARD**  
HEART OF THE BAY

### Request for Administrative Hearing

For filing location and instructions, please see the reverse side of this form

Please mark the appropriate box:

- Administrative Citation
- Community Preservation Factual Finding
- Residential Rental Inspection Hearing
- Lien/Special Assessment Hearing

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Case #: \_\_\_\_\_

Property Owner's name

(Community Preservation or Rental Housing only): \_\_\_\_\_

Citation # if applicable: \_\_\_\_\_ Date issued: \_\_\_\_\_

Invoice # if applicable: \_\_\_\_\_

Reason for requesting a Hearing:

\_\_\_\_\_  
\_\_\_\_\_

Please submit appropriate documentation to support your request if applicable.

A deposit in the amount of the fine (if applicable), plus a hearing fee of \$225.00 is due when this form is submitted.

I certify under penalty of perjury under the laws of the State of California that the information supplied on this form is true and correct, and that I am eighteen (18) years of age or older.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

**Filing Fee** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_ **Received by** \_\_\_\_\_

## **Request for Administrative Hearing**

This form is used for several hearing formats. Please read and follow the instructions for your particular type of hearing:

### Administrative Citations

Hearings for Administrative Citations must be filed within 15 days of the violation date or the right to contest the violation is waived. The completed form, deposit in the amount of the fine and hearing fee must be submitted to the City of Hayward Revenue Division, 777 B Street Hayward Ca 94541. For additional information please see the City of Hayward website at [www.Hayward-ca.gov](http://www.Hayward-ca.gov) or call (510) 583-4600.

### Community Preservation – Factual Case Findings

Hearings for Community Preservation Factual Case Findings must be filed within 10 days of the violation notification or the right to contest the violation is waived. **Only the owner of the property can contest the case.** The completed form, a deposit in the amount of any assessed fines or penalties and a hearing fee of must be submitted to the City of Hayward Community Preservation Division, 777 B Street Hayward Ca 94541 prior to this deadline. For additional information please see the City of Hayward website at [www.Hayward-ca.gov](http://www.Hayward-ca.gov) or call (510) 583-4143.

### Lien/Special Assessment Hearings for Community Preservation

Hearings for Community Preservation liens/special assessment must be filed within 10 days of the notice or the right to contest is waived. This hearing is to contest the amount of the lien or assessment, and not the factual findings of the case. **Only the owner of the property can contest the case.** The completed form and hearing fee must be submitted to the City of Hayward Community Preservation Division, 777 B Street Hayward Ca 94541 prior to this deadline. For additional information please see the City of Hayward website at [www.Hayward-ca.gov](http://www.Hayward-ca.gov) or call (510) 583-4143.

### Lien/Special Assessment Hearings for Rental Housing Inspection

Hearings for Rental Housing Inspection liens/special assessment must be filed within 10 days of the notice or the right to contest is waived. This hearing is to contest the lien or assessment, and not the factual findings of the case. **Only the owner of the property can contest the case.** The completed form and hearing fee must be submitted to the City of Hayward Residential Rental Inspection Program, 777 B Street Hayward Ca 94541. For additional information please see the City of Hayward website at [www.Hayward-ca.gov](http://www.Hayward-ca.gov) or call (510) 583-4175.

### General Information

There is a \$225.00 Hearing fee that will be collected when the form is submitted. Hearings will be held within 15 to 30 days of the filing, and are with a Hearing Officer who is not a City employee. There are no 'drop in' sessions. All hearings are held at the Hayward City Hall, 777 B Street, Hayward Ca. Please check in at the Revenue Division on the first floor. It is up to the claimant to determine what documentation or assistance will be of help to them in presenting their case. Claimants will be notified of the Hearing Officer's decision in writing. If the Hearing Officer finds for the Claimant, the Hearing fee is returned.

### Hardship

Persons with limited income may request a deposit waiver by submitting the waiver form along with income verification. The form may be requested through the City of Hayward Revenue Division at 777 B Street, Hayward Ca 94541, the City website at [www.Hayward-ca.gov](http://www.Hayward-ca.gov) or call (510) 583-4600. This does not waive the fine if the case is upheld.