



CITY OF VALLEJO
HOUSING AUTHORITY OFFICE

REQUEST FOR INFORMATION

PLEASE FILL OUT ALL THE INFORMATION BELOW:

NAME: _____ DATE NEEDED: _____

BUSINESS: _____
(Name and Address)

DAYTIME PHONE NO.: _____

Number of Copies	Review Only:	Certified:

TYPE OF DOCUMENT: (example – Resolution, Minutes, Ordinance, Agreement, Contract, Deed, Agenda Report, tenant file, etc.) If known, please provide document numbers and dates where applicable.

SUBJECT MATTER(S): (example – tenant information, CDBG Funding, Affordable Housing Project information, etc.) Please be explicit.)

PLEASE NOTE: Information requests are filled on a first come first served basis. The minimum retrieval time for information is 48 hours; however, requests requiring extensive research will take more time. Copies are to be paid for upon receipt. Large copy requests require prepayment.

FEES: Listed on reverse side.