CITATION
NOTICE OF
ADMINISTRATIVE VIOLATION(S)

CITATION NO:

Clerk of the Court
City of Houston Municipal Courts
(713) 837-0311

Mailing Address:
Post Office Box 4996
Houston, Texas 77210-4996

Main Office:
1400 Lubbock
Houston, Texas 77002

HEARING INFORMATION:

DATE: _____ TIME: _____

LOCATION: 7125 Ardmore, Houston, Texas 77054

Pursuant to Chapter 10 of the Code of Ordinances, as owner of the property identified below, you are hereby cited for code violation(s) existing at your property on the date of violation(s) noted in this document. The violation(s) for which you have been cited, as well as any applicable penalties, costs and fees, are identified herein. This Citation and Notice of Administrative Violation(s) is a multi-page document and may contain attachments. You are advised that attachments to this Citation and Notice of Administrative Violation(s) are a part of this Citation and Notice of Administrative Violation(s).

A hearing to determine liability has been scheduled at the date, time and place noted above. You have the right to contest the violation(s) for which you have been cited by appearing at the hearing and presenting evidence. The person charged must personally appear at the hearing. By sending the penalty payment in the amount of $_____ , which includes court cost of $409.58, to the Clerk of the Court at the above address you will admit liability and your presence at the scheduled hearing will not be necessary. Failure to timely appear at any scheduled hearing is an admission of liability for the violation(s) listed in this citation.

The inspector who issued this citation is not required to appear at the hearing but you may request that the inspector be present by submitting a written request to the Clerk of the Court at least fifteen (15) days before the hearing. If you fail to timely request that the inspector be present, then you have waived the right to call and examine the inspector. To request a record of the proceedings or a translator, you must submit a written request to the Clerk of the Court at least five (5) days before the hearing date. If you fail to timely request a record of the proceeding or a translator, then you have waived the right to a record of the hearing or to have a translator.

OWNER'S NAME: _____

HCAD ACCOUNT NO.: _____ OWNER'S ADDRESS IN HCAD: _____

LOCATION/ADDRESS OF VIOLATION(S): _____ DATE OF VIOLATION(S): _____

NAME OF PROPERTY: _____
(If Applicable)

OFFICER/INSPECTOR: _____ EMPLOYEE/BADGE# _____ DEPARTMENT: _____

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Page count is exclusive of attachments. Attachments are incorporated herein for all purposes.