City of West Hollywood
Legal Services Division
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6481

ADMINISTRATIVE HEARING

REQUEST FOR A WAIVER OF DEPOSIT OR SETTLEMENT AGREEMENT TO PAY IN INSTALLMENTS BASED UPON FINANCIAL HARDSHIP

A person contesting an administrative citation is required to deposit the full amount of the penalty at the time of filing the Request for Administrative Hearing unless the contestant is unable to do so due to financial hardship. Similarly, demonstration of financial hardship may qualify an individual cited for a violation of the municipal code an opportunity to pay the penalty in installments. To qualify, the person named on the citation must demonstrate proof of financial hardship, which at a minimum must include tax returns, financial statements, bank account records, salary records or similar documentation demonstrating that the responsible party is unable to deposit the penalty or pay the penalty without an installment plan. **A hearing will not be scheduled unless the full amount of the penalty is deposited, or the city finds the responsible party financially unable to do so and waives the deposit requirement. Submission of this form does not guarantee approval of a deposit waiver or payment installment plan.**

I AM REQUESTING: ☐ Deposit Waiver ☐ Payment Installment Plan

Name: _____ Citation Number: _____

Mailing Address:_____

_____

Daytime Telephone No: _____ Email: _____

Monthly household income: _____ No. of persons in household (incl. yourself) _____

Attach photocopies of the following to this form that support your claim of financial hardship: tax returns, financial statements, bank account records, salary records, entitlement to benefits or similar documentation.

Please state any other information you would like considered: _____

_____

_____

DECLARATION

I declare under penalty of perjury under the laws of the State of California that all of the above and all attached pages are true, correct and complete.

Signature_____ Date: _____

Name Printed _____

CITY USE ONLY

Request Granted?_____ Signed: _____ Date: _____