

# Vacation Rental Violation Investigation Form



401 Grove Street  
 Healdsburg, CA 95448  
 (707) 431-3346

Please Print

**Reporting Party Information**

Name of complainant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mailing address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address of alleged vacation rental: \_\_\_\_\_  
 Name of owner/manager (if known): \_\_\_\_\_  
 Phone number of owner/manager (if known): \_\_\_\_\_

**Nature of complaint and supporting evidence**

Please provide information regarding why you believe the property is being operated as a vacation (short-term, i.e., less than 30 day) rental unit. Please provide specific details and dates to the extent known.

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

Please attach any advertising/marketing materials you have seen that advertise use of the property as a vacation rental. Include dates you visited the website/dates of publication:

Internet website listings:	Print publications	Property management listings/Other
<input type="checkbox"/> Air B&B	<input type="checkbox"/> Press Democrat	1.
<input type="checkbox"/> Vacation Rental By Owner (VRBO)	<input type="checkbox"/> Healdsburg Tribune	2.
<input type="checkbox"/> Other	<input type="checkbox"/> Other	3.

Are there nuisance issues that you have observed related to the alleged use of the property as a vacation rental? Please check all items that apply and provide supporting documentation (i.e., photos, dates/times/description of excessive noise and include any information regarding complaints filed with the Healdsburg Police Department).

- Excessive Noise     Accumulation of trash/debris     Illegally parked vehicles:     Other:

\_\_\_\_\_

**Reporting Party Acknowledgement**

*I declare under penalty of perjury that all of the information that I have provided with regard to this matter is true and correct to the best of my knowledge and belief.*

Signature of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_

Complaint received by: \_\_\_\_\_

(Staff member)

City Manager's office

City website

Staff assigned to complaint: \_\_\_\_\_

Case No. assigned: \_\_\_\_\_

**Disposition of investigation:**

Not able to verify complaint due to insufficient evidence (explain): \_\_\_\_\_

Violation confirmed:

Letter(s) to property owner sent: \_\_\_\_\_

Forwarded to City Attorney: \_\_\_\_\_

Contacts with Property Owner:

Date Investigation Closed: \_\_\_\_\_

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