

**CITY OF EDWARDSVILLE
REQUEST FOR ADMINISTRATIVE HEARING FORM**

Office of the City Administrator
118 Hillsboro Avenue
Edwardsville, IL 62025
Phone: 618-692-7531

REQUEST FOR ADMINISTRATIVE HEARING FORM

Sec. 22-274. Administrative Appeals. An Owner, or Agent of the Owner, may appeal a registration denial or revocation to the City Administrator within ten (10) days of the date of written notice to such Owner, or Agent, of the denial or revocation of registration. The Appeal must be in writing and state the reasons the Owner or Agent disagrees with the determination to deny registration or the reasons for the revocation. The City Administrator shall appoint a Hearing Officer to conduct a hearing and make a determination of whether the denial or revocation should be upheld. The Hearing Officer shall promptly schedule a hearing at a time and date no later than fourteen (14) days from the date of receipt of the appeal by the City Administrator, or at a later date at the request of the Owner/Agent. The Hearing Officer shall have the power to administer oaths and require the attendance of any City employees. The hearing shall be recorded. The Hearing Officer shall make written findings of fact and issue a written decision which shall be promptly mailed to the Owner and Agent, if any.

Property Address _____

I, _____, owner of the above listed rental property, do hereby request an Administrative Hearing. I request this Hearing because / regarding *(List reason for hearing request):*

I understand that I will be notified by mail regarding the time and place of the Hearing.

Owner Mailing Address _____

City, State Zip _____

Contact Number _____

Date of Request _____