



## REQUEST FOR SERVICE

To make a request, please complete the form and return to the City Manager's Office 311 Call Center.

The request for service will be referred to the appropriate City department for action.

Mailing Address: 414 East 12th St. – Kansas City, MO 64106

Fax: 816-513-1303

Date \_\_\_\_\_ Name \_\_\_\_\_ Anonymous  Yes  No

Address \_\_\_\_\_ Email \_\_\_\_\_

List the exact address or detailed description of location (please note that without a correct address, the action on a request will be delayed).

**Each address must be reported on a separate request form.**

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Please check all problems that are being reported for this address.

### Public Works/Safety Problems

- \_\_\_\_\_ Street light out or broken
- \_\_\_\_\_ Damaged/missing traffic sign
- \_\_\_\_\_ Damaged/missing street sign
- \_\_\_\_\_ Pothole
- \_\_\_\_\_ Dead city tree
- \_\_\_\_\_ Overgrown city tree
- \_\_\_\_\_ Broken/clogged catch basin
- \_\_\_\_\_ Damaged fire hydrant
- \_\_\_\_\_ Graffiti on city property
- \_\_\_\_\_ Weeds/trash vacant lot
- \_\_\_\_\_ Signs in the right of way

### Property/Nuisance Problems

- \_\_\_\_\_ Open to entry
- \_\_\_\_\_ Junk vehicles left in driveway
- \_\_\_\_\_ Exterior in disrepair
- \_\_\_\_\_ Trash/weeds: vacant? Yes  No
- \_\_\_\_\_ Bulky items left out or out early
- \_\_\_\_\_ Parking on unpaved surfaces
- \_\_\_\_\_ Structural damage
- \_\_\_\_\_ Excessive pets
- \_\_\_\_\_ Barking dog
- \_\_\_\_\_ Rodent infestation
- \_\_\_\_\_ Abandoned vehicle on street

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Please give as much detailed information as possible about the problem(s) you are reporting for this address. You may also enter requests online at [www.kcmo.org/311](http://www.kcmo.org/311).

**Action Center Staff only:**

RFS # \_\_\_\_\_ RFS Code \_\_\_\_\_ Date Entered \_\_\_\_\_