



Neighborhood Services Department  
City Hall, 414 E 12th Street, 4th Floor  
Kansas City, Missouri 64106  
Phone: (816) 513-3215



# Property Maintenance Appeals Board

## Application for Administrative Hearing

1. Appellant's(s) name, address, email address, and phone number:

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2. Address of property subject to this appeal:

\_\_\_\_\_ Kansas City, MO \_\_\_\_\_ (Zip Code)

3. Appellant's legal interest in this property (e.g., owner or agent): \_\_\_\_\_

4. Please describe in a brief statement, using ordinary and concise language, the specific order or action you are protesting. Include any material facts you feel support your appeal:

\*(If more space is needed, use another sheet, and attach it to this form).

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5. Name, address and phone number of legal counsel (if applicable\*\*):

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Optional Information Requested:

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: Male  Female

**Note:** For an appeal to be accepted, the completed form and the \$50 non-refundable application fee, must be submitted to the Property Maintenance Appeals Board within 10 days of the date of the legal notice. **Failure to appeal within 10 days of the date of the legal notice shall constitute a waiver of your rights to an administrative hearing and adjudication of your complaint.**

\*Pursuant to Section 56-342 of the property maintenance code, only those matters or issues specifically raised by you will be considered at the hearing.

\*\* If you will not be present at the appeal hearing but will be represented by an agent, your agent must present an affidavit signed by you authorizing him or her to represent you before the PMAB. If you wish to do so, you must complete the "Owner's Affidavit Designating Agent" form provided by this office for such purpose. This form may be obtained from PMAB@kcmo.org.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS FORM AND ATTACHMENTS, IF ANY, ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Appellant or Agent

Please return the completed form and the \$50.00 application fee to the; Property Maintenance Appeals Board, 414 E. 12th St, 4th Floor Kansas City, Missouri, 64106, or via email at **PMAB@kcmo.org**. The application fee must be paid at the time of application. The fee can be paid online at payment kiosks inside City Hall. Applications submitted online must attach a copy of their photo ID, front and back.

<b>Neighborhood Staff Use Only</b>	
PMAB Case No.:	_____
Date filed:	_____
Invoice# _____	PAID <input type="checkbox"/> Date : _____
Received By: _____	Check ID <input type="checkbox"/>