

Submission of this application is necessary to apply for a waiver of the claim due to substantial hardship. Only the applicant's proportionate share of the claim can be waived. An applicant has 10 days from the date on the citation in which to submit an application. A substantial hardship shall not exist when the applicant created the hardship by diverting or sheltering assets in order to create the hardship.

1. In order to be eligible for consideration of a waiver due to financial hardship, you must qualify based on the income limits established by the U.S. Department of Housing and Urban Development (HUD) in categories of lower income, very low income, and extremely low income. Provide the following information:

Household Size: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Additional Comments for Consideration:

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**Important Notes:**

- Advance deposit hardship waiver requests must be submitted within ten (10) days of the date of the citation.
- Household size includes anyone residing in the same residence as the person the violation was issued to including roommates, related or unrelated individuals, domestic partners, etc.
- Annual income consists of the gross (pre-tax) income of all individuals included in the household size.
- Additional documentation may be requested by the City or processing company to verify information provided on this form.
- If you have questions regarding this form, contact the Citation Processing Center at (800) 969-6158.

Mail completed advance deposit hardship waiver and appeal form to:

**City of Glendale  
C/O Citation Processing Center  
P.O. BOX 7275  
Newport Beach, CA 92658 – 7275**

*I have read and understand the provisions, rules and regulations of the City of Glendale, California and the Municipal Code governing the consideration for which I am applying. I declare, under penalty of perjury, that all of the information contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this form are subject to investigation. Any false or dishonest answer to any question may be grounds for denial or subsequent legal action.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date