

**Directions for completion:**

- POC complete the form below with any and all information you have available pertaining to the applicant's request for approval.
- When finished you can use the send button to open an email to send the information to the admin review "gate-keepers"
- Please remember to change the subject to: **ADMINISTRATIVE HOLD REVIEW**

Request #:  
Received from:  
Date:

***Reviewers: Please examine your records for monies due (per the Administrative Hold ordinance) using the following applicant information.***

Applicant Name:

Applicant Address:

Applicant Phone #:

Business / Entity Name:

Business / Entity Address:

Business Phone #:

Address of Activity:

Tax ID #:

Additional Information: