



# BUREAU OF ADMINISTRATIVE ADJUDICATION

A BUREAU OF THE DEPARTMENT OF LAW  
CITY OF SYRACUSE, MAYOR BEN WALSH

## Dispute Request

WARNING: The U.S. postmark shall be deemed the response date. Failure to respond to this ticket within thirty (30) calendar days of the date of issue may result in additional penalties. Failure to respond within thirty (30) calendar days will be considered an admission of liability and may subject the property owner to a special tax assessment on their next year's property tax, with interest and/or additional surcharges for processing.

If you have any questions regarding your status of your ticket, please call 315-448-8079.

The below form must be completed in its entirety. **Incomplete forms will not be accepted and will be returned.**  
**TYPE OR PRINT CLEARLY, ANSWERING ALL OF THE FOLLOWING:**

i. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email \_\_\_\_\_

ii. Invoice/Violation # \_\_\_\_\_  
 Violation Address \_\_\_\_\_

iii. The Property is: \_\_\_\_\_ If a rental, is the property registered with the Rental Registry?  
 Owner Occupied  Yes  
 Rental  No

iv. To plead not guilty of the violation charged on the ticket you may contest the violation by selecting a MAIL hearing:  
 **I request a hearing by mail.** Mail, email or drop off this ticket to the **BAA** address below along with your defense (write on back) and any supporting documentation or proof you believe will assist your case (photographs, witness statements, receipts, etc.).

**Bureau of Administrative Adjudication**  
**233 E. Washington St, City Hall Room # 113**  
**Syracuse NY 13202**  
[Disputes@syrgov.net](mailto:Disputes@syrgov.net) or 315-448-8079

DATED \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNED \_\_\_\_\_

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 FOR OFFICE USE ONLY:  
 Marked in system: \_\_\_\_\_  
 Scanned: \_\_\_\_\_  
 Sent for adjudication: \_\_\_\_\_

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

