



**PARKING COMPLAINT DISPUTE FORM**

If you would like to dispute a Parking Complaint you have received, you may complete this Dispute Form and submit via mail or in person to the Port of Hood River at the Port Marina Building Office located at: 1000 E. Port Marina Drive, Hood River, OR 97031.

The Port Executive Director or their designee will consider a properly completed and filed Dispute Form if received within 30 days after the issuance of a Courtesy Notice.

The Executive Director or their designee may take any action they deem appropriate in response to the information in a Dispute Form filed with the Port, including obtaining more information, reducing or forgiving a parking charge, or undertaking or continuing collection activities.

**CONTACT INFORMATION:**

Company Name: (Leave blank if an individual) \_\_\_\_\_

Primary Contact:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Primary Phone ( ) - Secondary Phone ( ) - Email\* \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address if Different: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**COMPLAINT NUMBER:** \_\_\_\_\_

**ISSUE DATE:** \_\_\_\_\_ **ISSUE TIME:** \_\_\_\_\_

**Please circle the reason for the complaint shown on your ticket:**

- Overtime Parking      Non-payment      Parking in Unauthorized Space      Overnight Parking
- Truck Overnight Non-payment      Truck Overtime Parking      Truck Daytime Non-payment

**VEHICLE INFORMATION:**

License Plate Number \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

**REASON FOR DISPUTE:** *(Please clearly state all reasons and basis for dispute)*

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**SIGNATURE VERIFICATION**

I understand that any oral or written statement that is false, fraudulent or misleading that is contained in this dispute, or made in the course of any related process, whether made by me or by others at my request, will result in rejection of my dispute.

I certify that all statements contained herein are true and complete whether made by me or others at my request.

Signed on Date: \_\_\_\_\_

Signature \_\_\_\_\_