



City of Fort Worth  
Code Compliance Department  
818 Missouri Avenue  
Fort Worth, TX 76104  
(817) 392-1234

## Occupancy Investigation Form

This form is to be used to notify the City that a "subject address" may be occupied in violation of the City's zoning provisions. If the case goes to a hearing, you may be subpoenaed to testify. Depending upon the outcome of the City's investigation, a prosecutable violation may depend on your signature and your ability to testify.

**Please print and provide clear and complete information below.**

Subject Address: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Your Observations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicle 1 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 2 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 3 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 4 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 5 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 6 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 7 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Vehicle 8 - Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

*I personally observed the vehicle activity on this form and the information is true and accurate.*

Your Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



City of Fort Worth  
 Code Compliance Department  
 818 Missouri Avenue  
 Fort Worth, TX 76104  
 (817) 392-1234

Suggestions for keeping the Vehicle Log:

- The log should be kept for at least 30 consecutive days
- Multiple daily observations should be noted if possible, e.g., 6 a.m., 3 p.m., 10 p.m.
- To indicate overnight stays, it is best to log vehicles late in the evening and first thing in the morning
- Date and time stamped digital or printed pictures are helpful to back up log entries
- Be careful to only log vehicles that belong to the occupants of the subject address
- In the boxes below log the date and time each vehicle was observed:

Example:	Date	Vehicle 1	Vehicle 2
	04/01/15	7 a.m., 2:30 p.m., 9 p.m.	7 a.m., 9 p.m.

Date	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5	Vehicle 6	Vehicle 7	Vehicle 8



City of Fort Worth  
Code Compliance Department  
818 Missouri Avenue  
Fort Worth, TX 76104  
(817) 392-1234

Date	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5	Vehicle 6	Vehicle 7	Vehicle 8



City of Fort Worth  
Code Compliance Department  
818 Missouri Avenue  
Fort Worth, TX 76104  
(817) 392-1234

Date	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5	Vehicle 6	Vehicle 7	Vehicle 8