

3823 Karl Madsen Drive St. Charles, Illinois 60175 Phone: (630) 232-4739 Fax: (630) 262-1911 www.tri-com911.org

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TO: Board Up Applicants FROM: Shevon Sherod-Ramirez Administrative Assistant

RE: Board-Up Service Application Packet

To submit an application for placement on the Tri-Com Board-Up Rotation List for the 2020 calendar year, you must submit all necessary items in person by the deadline of 12:00PM CST on Tuesday, December 10, 2019. Application packets received after this time will not be considered.

You must schedule an appointment to submit your application at Tri-Com prior to the deadline. Your packet will be reviewed and necessary items will be checked in. You will be notified of any missing or insufficient items and you will have until the deadline to submit these items. Incomplete application packets will not be considered.

To request an appointment to submit an application, please email <u>SRamirez@tri-</u> <u>com911.org</u> with "Board Up Application" in the subject line or call 630-762-2044.