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**From:** Boone, Marley <mboone@pottstown.org>  
**Sent:** Monday, October 30, 2023 8:20 AM  
**To:** Takach, Ginny; Place, Keith  
**Subject:** Re: RTK#2023-270

Nothing for Finance.

Thanks!

**Marley Boone** | Director of Finance  
Borough of Pottstown  
100 E High Street, Pottstown PA 19464  
T: 610-970-6531 F: 484-842-4664  
[www.pottstown.org](http://www.pottstown.org)

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**From:** Takach, Ginny <gtakach@pottstown.org>  
**Sent:** Monday, October 30, 2023 8:08 AM  
**To:** Place, Keith <KPlace@pottstown.org>; Boone, Marley <mboone@pottstown.org>  
**Subject:** RTK#2023-270

*Virginia Takach*  
Virginia Takach, Borough Secretary  
Office of the Borough Manager  
Pottstown Borough Hall  
100 East High Street  
Pottstown, PA 19464

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Sunday, October 29, 2023 6:53 AM  
**To:** Takach, Ginny <gtakach@pottstown.org>  
**Subject:** Online Form Submittal: Standard Right-To-Know Request Form

## Standard Right-To-Know Request Form

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We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

Address: 660 Manatawny StPottstown, PA 19464  
Parcel: 16-00-19984-00-7  
Owner: DONALD PRIDE

1. Please advise if the below address has any OPEN/PENDING/EXPIRED Permits and demolition permits that need attention and any fees due currently.

2. Also advise if there are any open Code Violation or fines due that needs attention currently.

3. Advise if there are any unrecorded liens/fines/special assessments due.

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Do you want copies?                      Yes

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Do you want to inspect the records?                      No

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Do you want certified copies of records?                      No

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**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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