



BOROUGH OF CALDWELL
OPEN PUBLIC RECORDS ACT REQUEST FORM
 1 Provost Square Caldwell, NJ 07006
 Tel: 973-403-4638 FAX 973-403-1355
 bheun@caldwell-nj.com
 Brittany Heun, Deputy Clerk

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Kevin MI _____ Last Name Smith
 E-mail Address MLS@stellaripl.com
 Mailing Address 2605 Maitland Center Parkway, Suite C
 City Maitland, State FL Zip 32751
 Telephone 302-261-9069 FAX 407-210-3113
 Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature Kevin Smith Date 10/25/2023

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash _____ Check _____ Money Order _____
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Hello,

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.

Please advise if the below address has any OPEN/PENDING/EXPIRED permits & demolition permits that need attention and any fees due currently. (If Yes provide permit # and Type)

Also Advise if there are any CODE VIOLATION or fines due that needs attention currently. (if Yes, provide case number and Type) *-none*

Any unrecorded Liens/fines/special assessments due.

Property Address: 98 Westville Ave, Caldwell, NJ 07006
Block 46, Lot 15.01

no open permits

AGENCY USE ONLY

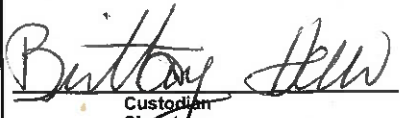
Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

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Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

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Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	<u>10/26/2023</u>	Deposit	_____
Ready Date	<u>10/31/2023</u>	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
 Custodian Signature		<u>10/31/2023</u> Date	