



Borough of Metuchen
Middlesex County, New Jersey
GOVERNMENT RECORDS REQUEST FORM
 Return completed form to
 500 Main Street, Metuchen, NJ 08840
 or dzupan@metuchen.com



Important Notice

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

Requestor Information – Please Print

First Name Sam MI _____ Last Name Burns
 Company Stellar Innovations
 Mailing Address 2605 Maitland Center Parkway, Suite C
 City Maitland State FL Zip 32751 Email MLS@stellaripl.com
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ Email **X**
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 Sam Burns Date 7/19/2024

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash Check Money Order
 Fees: Letter Size @\$0.05
 Legal Size @\$0.07
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Hello,
 Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT on record in any city, town, village, or port authority.
 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: 65 FORREST ST, METUCHEN, NJ 08840
 BLOCK 44.02 & LOT 41
 Owner: CONWAY, KEITH & DORA
 1. Please advise if the above 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.

AGENCY USE ONLY

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

AGENCY USE ONLY

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 _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	<u>8/22/24</u>	Deposit	_____
Ready Date	<u>8/22/24</u>	Balance Due	_____
Total Pages	<u>7</u>	Balance Paid	_____
Records Provided			
<p>No open building permits at this time No open violations from the Bldg Dept at this time</p>			
<p><u>J. Conway</u> Custodian Signature</p>		<p><u>8/22/24</u> Date</p>	