



## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

**SUBMITTED TO AGENCY NAME:** Upper Providence Township (Attn: AORO)

Date of Request: 06/30/2023 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

### PERSON MAKING REQUEST:

Name: John Falls Company (if applicable): Stellar Innovations

Mailing Address: 2605 Maitland Center Parkway, Suite C

City: Maitland State: FL Zip: 32751 Email: MLS@stellaripl.com

Telephone: 302-261-9069 Fax: 407- 210-3113

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

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: 331 PAXON HOLLOW ROAD, MEDIA, PA 19063

Parcel: 35000127900 // Owner: HULTON BROOKE & HULTON TIMOTH

1. Please advise if the below address has any OPEN/PENDING/EXPIRED Permits and demolition permits that needs attention and any fees due currently.
2. Also advise if there are any Code Violation or fines due that needs attention currently.
3. Advise if there are any unrecorded liens/fines/special assessments due.

**DO YOU WANT COPIES?** ☐ Yes, printed copies (default if none are checked)

☒ Yes, electronic copies preferred if available

☐ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? ☐ Yes (may be subject to additional costs) ☐ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

**Please notify me if fees associated with this request will be more than** ☒ **\$100 (or)** ☐ **\$\_\_\_\_\_.**

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$\_\_\_\_\_

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020