



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): _____

NAME OF REQUESTER : _____

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP(Required): _____

TELEPHONE (Optional): _____ EMAIL (optional): _____

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.*

Please use additional sheets if necessary

Address: 8479 EASTON RD, OTTSVILLE, PA 18942

Parcel: 30-011-084

Owner: SCISS, TODD

We are looking for any open code violations, open/expired permits and demolitions on the property.

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

Let us know if the sewer & trash/garbage bills are included in tax bills.

DO YOU WANT COPIES? YES or ~~NO~~

DO YOU WANT TO INSPECT THE RECORDS? YES or ~~NO~~

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or ~~NO~~

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

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

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.

Address: 8479 EASTON RD, OTTSVILLE, PA 18942

Parcel: 30-011-084

Owner: SCISS, TODD

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.
4. Let us know if the sewer & trash/garbage bills are included in tax bills.