

Public Records Request Form

Address of Property: _____

Information Requested: _____

Your Name (Print): _____

Company Name: _____

Tel. # _____ Fax # _____

Would you like to pick-up the records or have them faxed?
(mail is not an option)

Pick-up Documents

Fax Documents

NOTE

**Obtaining these records may take from 3 to 10 business days.
You will be contacted as soon as these records have been retrieved.**

Charges may apply for some requests.

Below For Office Use Only

Date Received: _____

Comments: _____

Date Sent to Archive: _____

Date Completed: _____
