



City of Newark
NEW JERSEY
GOVERNMENT RECORDS REQUEST FORM
(GENERAL FORM)

OPRA# ENG-23-0592
Office of the City Clerk
Kecia Daniels, Acting City Clerk
920 Broad St.
City Hall, Room, 306
Newark, New Jersey 07102
Telephone: (973) 424-4116
Facsimile: (973) 353-8464
OPRA@ci.newark.nj.us

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 Thomas MI J. Last Name COTOV, ESQ.
Company LABORERS LEGAL SERVICES
Mailing Address 700 Raymond Blvd.
City Newark State NJ Zip 07032 Email mahedoe.hglfunds.com
Business Hours Telephone: Area Code 973 Number 344-1144 Extension -
Fax Telephone: 973 344-3985
Preferred Delivery: Pick Up US Mail On Site Inspect EMAIL ☒
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 Thomas J. Coto Date 5/11/23

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash Check Money Order
Fees: Per Page - @\$0.05
Business Paper
Per Page - @\$0.07
Legal Paper
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.

DEAR SIR/MADAM:

Our office is representing MR. + MRS. MOREIRA in the purchase of the property known as "132 Prospect St., Newark, N.J., Block # 191, Lot # 35!"

At this time we ask that you kindly advise our office if there are any open permits for this property on record. If so kindly forward copies of them to our office via our above noted email along w/ any details/requirements to have them closed out.

Thank you.

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
Application #
Rec'd Date
Ready Date
Total Pages
Records Provided
First Cost
Total
Deposit
Balance Due
Balance Paid
OPRA Representative Signature Date