



Borough of Roselle OPEN PUBLIC RECORDS ACT REQUEST FORM

www.boroughofroselle.com

(908) 259-3010 & (908) 259-9508 (Fax)

lsanchez@boroughofroselle.com

Lisette Sanchez, RMC



Important Notice

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

Requestor Information - Please Print

First Name Peter MI _____ Last Name _____

E-mail Address opra+Request-70218-7d271bd0@requests.opramachine.com

Mail Address _____

City _____ State _____ Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-Mail ☒

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;
- I, or another person, ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial Purpose;
- I ☐ **AM** / ☐ **AM NOT** seeking records in connection with a legal proceeding.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page

Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

See next page →

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

due: 01/24/25

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # 010325-3 Total _____

Rec'd Date _____ Deposit _____

Ready Date _____ Balance Due _____

Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____ Date _____

Marta Jorge-Antunes

From: Lisette Sanchez
Sent: Thursday, January 2, 2025 4:41 PM
To: Marta Jorge-Antunes
Subject: FW: OPRA request - Opra Request

Please forward requestor the form so that he may answer the certification questions. Thanks.

Lisette Sanchez, Borough Clerk
Borough of Roselle
Borough Hall Annex
108 West Third Avenue
Roselle, New Jersey 07203
Office: (908) 259-3010
Fax: (908) 245-9508
Email: lsanchez@boroughofroselle.com

-----Original Message-----

From: Peter <opra+request-70218-7d271bd0@requests.opramachine.com>
Sent: Thursday, January 2, 2025 3:19 PM
To: Lisette Sanchez <lsanchez@boroughofroselle.com>
Subject: OPRA request - Opra Request

To whom it may concern,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

Records requested for the Following Dates: July 01, 2024 - December 31, 2024

1. Tax Delinquent

A list of property addresses that have delinquent property taxes. This list needs to include amounts of balances owed.

2. Open Property Liens

A list of property addresses that open Property Liens. This list needs to include open Liens amounts.

3. Water/ Utility Shut Off → No Such list Within the Borough.

All property addresses that had any water and any types of utilities shut off. Please include the amount of balance owed.

4. Code Violation

A list of property addresses that have received any code violations including the type of violation. Please only include a list of all UNRESOLVED or OPEN code violations (please do not include closed violations).

5. Vacant List/ Abandoned

A list of all residential property addresses that are currently vacant or abandoned.

6. Condemned Properties

A list of all residential property addresses that are condemned.

7. Fire Damage List

A list of all property addresses that the fire department has received an emergency call on the dates mentioned above

Please include full property addresses for all lists. Please put all lists in separate Excel/PDF files. If up-to-date data is not available, please provide the most recently available information.

I appreciate your attention to this matter and thank you in advance for your work.

Yours truly,

Peter

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

Marta Jorge-Antunes

From: Peter <opra+request-70218-7d271bd0@requests.opramachine.com>
Sent: Friday, January 3, 2025 9:07 AM
To: Marta Jorge-Antunes
Subject: Re: OPRA Request- Peter

Dear Marta Jorge-Antunes,

Under penalty of NJSA 2C:28-3, I certify that:

1. I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, or any other state of the United States.
2. I, or another person WILL use the requested government records for a commercial purpose. (Real Estate)
3. I AM NOT seeking records in connection with a legal proceeding

I am also requesting the documents under common law.

I preferred to receive the file here on this site.

Yours sincerely,

Peter

-----Original Message-----

Good morning,