



Manville Borough
OPEN PUBLIC RECORDS ACT REQUEST FORM

Date Received: 3/4/2025

Tracking Number: _____
OPRA-Req.03.25.0050

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

Payment Information

Name: Nathan Stallone

Maximum Authorized Cost 0

Address: _____

City: _____ State: NJ Zip: _____

Telephone: _____ Fax: _____

Email: XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XXXXXXXX.XXXXXXXXXX.XXX

Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material

Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On Site Insp ☐ Fax ☒ E-Mail

Under penalty of N.J.S.A. 2C:28-3, I certify that

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

Signature: _____ Date: _____

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.

☐ Includes Common Law Request Location: _____

Records requested:

Tax Delinquent

- A list of all property addresses that have an unpaid property tax bill for the last 12 months. Please also include in the list or separately a list of properties whose property tax bill was lien against the property.

Water Shut Off / Utility Liens

- A list of all property addresses that have had their water bill lien against the property, have failed to pay their water bill, or have had the water shut off at any point in the last 12 months.

Fire Damage List

- A list of all property addresses that the fire department has received an emergency call to in the last 90 days.

Code Violation

- A list of property addresses that have received any code violations in the last 6 months

Vacant List

- A list of all properties that the city deems to be currently vacant or abandoned.

AGENCY USE ONLY:

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Est. Document Cost: _____

Disposition Notes:

Tracking Information:

Final Cost:

Est. Delivery Cost:	_____	Custodian: If any part of request cannot be delivered in seven business days, detail reason here.	Tracking #	_____	Total	_____
Est. Extras Cost:	_____		Rec'd Date	_____	Deposit	_____
Total Est. Cost:	_____		Ready Date	_____	Bal. Due	_____
Deposit Amount:	_____		Total Pages	_____	Bal. Paid	_____
Estimated Balance:	_____	In Progress - Open	_____	Records Provided:		
Deposit Date:	_____	Denied - Closed	_____			
		Filled - Closed	_____			
		Partial - Closed	_____			

_____	_____
Custodian Signature:	Date: