



Borough of Paramus
OPEN PUBLIC RECORDS ACT REQUEST FORM
1 Jockish Square, Paramus, NJ 07652, USA
(201) 265-2100 Ext: 2200 (Phone) & (201) 265-0086 (Fax)
Building@paramusborough.org

Records Request and
Tracking Number:

BLD 5682

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: _____ MI: _____ Last Name: _____
E-mail Address: opra+request-90259-19447275@requests-paramachine.com
Mailing Address: P.O. Box 1380 City: New Brunswick State: NJ Zip: 08903
Telephone: 732-707-1628 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
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, Purpose: ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial
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.

Water utility shut offs
Violations
Fire Emergency Responses

Jan 1 - March 31, 2026

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.

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

Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided

[Signature]
Custodian Signature

_____ Date

Please see OPRA request below.

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

From: Peter <opra+request-90259-19ff7275@requests.opramachine.com>

Sent: Monday, April 20, 2026 3:09 PM

To: Boro Clerk <BoroClerk@paramusborough.gov>

Subject: [EXTERNAL]OPRA request - Opra Request

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Paramus Borough,

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

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, or any other state of the United States.

I, or another person WILL use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding

I am also requesting the documents under common law.

It would be preferable to receive requested documents on this site.

Records requested for the Following Dates: January 1, 2026 - March 31, 2026

1. Tax Delinquent

A list of property addresses with delinquent property taxes, including the corresponding outstanding balances.

2. Open Property Liens

A list of property addresses with open property liens, including the outstanding lien amounts.

3. Water / Utility Shut-Offs

A list of property addresses where water service or other utilities were shut off during the date range, including the balance that led to the shut-off.

4. Code Violations

A list of property addresses that received code violations during the date range, including the violation type.

Please limit the list to unresolved or open violations and exclude closed violations.

5. Vacant / Abandoned Properties

A list of residential property addresses classified as vacant or abandoned.

6. Condemned Properties

A list of residential property addresses designated as condemned.

7. Fire Department Emergency Responses

A list of property addresses where the fire department responded to an emergency call during the date range.

Please include complete property addresses for each list.

Please provide each list in a separate Excel or PDF file.

If current data is not available, please provide the most recent version maintained by your office.

This request seeks only existing lists maintained by your office, not individual property files or case-specific documents.

Please provide a confirmation email acknowledging that my OPRA request has been received by your office.

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

Yours faithfully,

Peter Tapiavala

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

opra+request-90259-19ff7275@requests.opramachine.com

Is boroclerk@paramusborough.org the wrong address for OPRA requests to Paramus Borough? If so, please contact us using this form:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dparamus_borough&c=E,1,3uHe5CYZ86-WSK9MbnSEPpvm2CLQZSjYtDGFJR-JgguwHIOILOY9FIImqia8HoAo7-QpTS3-JVsygSgK8P3S-fx_vMleXQbEECS9DSRGhgaxKSewsnS3ut77Omc,&typo=1

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,dZF7BS9dFwNpBTsD3cNcdvqy9Edv95lk_LnWId183NREoS-XP8OyDFO9C2MTbPI6EQkJysLhhjQ1hvPX-n5_SqXrhFD0XyEhZ3kBwsGUpr0x_S7vkOw,&typo=1

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fopra_request_1154648&c=E,1,NnFBn6MLhi3JtCwTFhVAK0YOLS97sXITZDLemGBtefpjAqAhrh4oIQzkFgNL-8rFSTIf2z2qfEWN3oXa5Ua-4EwOmBtENf9j1qPuZXhB1Misms36&typo=1

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."
