



**BOROUGH OF RED BANK**  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**

90 Monmouth Street Red Bank, NJ 07701

PH: 732-530-2740 FAX: 732-530-2757

pborghk@redbanknj.org

Pamela Borghi, Municipal Clerk



**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 Sharon MI        Last Name Ritchie  
 E-mail Address cls@slkgroup.com  
 Mailing Address 2727 LBJ Freeway Suite 420  
 City Dallas State TX Zip 75234  
 Telephone 855-512-4803 FAX 855-512-4803  
 Preferred Delivery: Pick Up        US Mail        On-Site Inspect        Fax        E-mail         
 If you are requesting records containing personal information, please 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 Sharon Date 06/12/2017

**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.

Please let us know if there are

- 1) Liens/Special assessments like weed cutting/lot mowing/debris
- 2) Open code violations
- 3) Open/expired building permits

for the below mentioned address:

Address: 149-151 LEIGHTON Avenue Red Bank NJ 07701

County: Monmouth

Parcel: Block 79 lot 4

File#: 502815

**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                  |                   | Final Cost             |                   |
|---------------------------------------|-------------------|------------------------|-------------------|
| Tracking #                            | <u>          </u> | Total                  | <u>          </u> |
| Rec'd Date                            | <u>          </u> | Deposit                | <u>          </u> |
| Ready Date                            | <u>          </u> | Balance Due            | <u>          </u> |
| Total Pages                           | <u>          </u> | Balance Paid           | <u>          </u> |
| Records Provided                      |                   |                        |                   |
| Custodian Signature <u>          </u> |                   | Date <u>          </u> |                   |