

Borough of Red Bank

GOVERNMENT RECORDS REQUEST FORM

90 Monmouth Street -- P.O. Box 868

Red Bank, NJ 07701

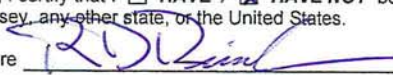
Ph: 732-530-2740 Fax: 732-450-9109

pborgi@redbanknj.org

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	<u>Rober</u>	MI	<u>D</u>	Last Name	<u>Rieselma</u>
E-mail Address	<u>horizoneci@aol.co</u>				
Mailing Address	<u>901 Harrison Ave.</u>				
City	<u>Mays Landing</u>	State	<u>NJ</u>	Zip	<u>08330</u>
Telephone	<u>609-485-2268</u>	FAX	<u>609-485-2282</u>		
Preferred Delivery:	<u>Prefer E-mail then Fax if not available US Mail</u>				
If you are requesting records containing personal information, please select 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				Date	<u>08/14/2017</u>

Payment Information

Maximum Authorization Cost	\$ _____
Select Payment Method	
Cash	☐ Check ☐ Money Order ☐
Fees:	8-1/2 x 11 (letter) @ \$.05 8-1/2 x 14 (legal) @ \$.07 11 x 17 (ledger) @ \$.10
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.

Horizon Environmental & Contracting, Inc. is currently conducting a Phase I Environmental Site Assessment for **18 Broad St. Block: #30.01 Lot: #26**. As part of the due diligence inquiry for this property transaction, we are writing to request a records search targeted for any incidents to which you may have responded and/or documented (i.e., tank removal or abandonment, spills, leaks, releases). Specifically, we are seeking information on such incidents that may have resulted in an environment impact to either soil, water or air quality.

Please advise our office as to when you would be able to complete the requested records review by your **Health, Hazmat, Building and Fire departments** and provide any relevant information.

Your assistance in this matter is greatly appreciated. Please forward all findings to the undersigned. If you require any additional information, kindly contact our office.

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.

		Dates
In Progress	- Open	_____
Denied	- Closed	_____
Filled	- Closed	_____
Partial	- Closed	_____

AGENCY USE ONLY

Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date _____	Deposit _____
Ready Date _____	Balance Due _____
Total Pages _____	Balance Paid _____
Records Provided	

Custodian Signature _____

Date _____