



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

pborghi@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	<u>Robert</u>	MI		Last Name	<u>Goeb</u>
E-mail Address	<u>BOBGOEB@NEEGLLC.ORG</u>				
Mailing Address	<u>13 Jennifer Way</u>				
City	<u>New Egypt</u>	State	<u>NJ</u>	Zip	<u>08533</u>
Telephone	<u>609-598-4738</u>	FAX	<u>866-365-7716</u>		
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. C:28-3, I certify that I <u>HAVE</u> / <u>HAVE NOT</u> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature	<u>Robert Goeb</u>			Date	<u>9-18-2017</u>

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.

For Properties at 43 W Front St. (Block 30 Lot 12.01) and 24-36 White St. (Block 30 Lot 42)

As part of ongoing real estate due diligence activity, we are requesting the following items:

Building Department:

- Copies of any open or unresolved Building Violations or Citations since 2007;
- Copies of any open or unresolved Building Permits since 2007;
- Copies of Certificates of Occupancy issued since 2007

Fire Department:

- Copies of any open or unresolved Fire Violations or Citations since 2007;

Zoning Department:

- Copies of any open or unresolved Zoning Violations or Citations since 2007

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

Records Provided

Custodian Signature

Date