

**BOROUGH OF MAYWOOD**  
15 Park Avenue  
Maywood, New Jersey 07607-2015

**REQUEST FOR PUBLIC RECORDS**

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**SEE OTHER SIDE**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number**    Day \_\_\_\_\_ Evening \_\_\_\_\_

**Information Requested on a Specific Property**                      **Block**                      **Lot**

**Address** \_\_\_\_\_

- Municipal Lien Search Certificate**
- Municipal Lien Search Information Only**
- Municipal Improvement Search Certificate**
- Municipal Improvement Search Information Only**
- Municipal Tax Search Certificate**
- Municipal Tax Search Information Only**
- Property Assessment Information**
- List of Property Owners within 200'**
  
- License Information (specify) \_\_\_\_\_**
- Copy of Minutes (specify date, topic, or other identifying information)**
  - Mayor and Council** \_\_\_\_\_
  - Planning Board** \_\_\_\_\_
  - Other** \_\_\_\_\_
  
- Copy of Ordinance or Resolution (specify date and number or other identifying information)**
  - Mayor and Council** \_\_\_\_\_
  - Planning Board** \_\_\_\_\_
  - Other** \_\_\_\_\_
  
- Police Accident Report**
  - Date and Names** \_\_\_\_\_  
\_\_\_\_\_
  - Other (specify)** \_\_\_\_\_  
\_\_\_\_\_

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The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, et seq or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert any claim for damages against the Borough of Maywood or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Borough's right to collect any outstanding balance or lien.

The public records requested will normally be available within seven (7) business days, except that:

- 1) No tax or lien searches will be processed five (5) business days before and ten (10) business days after the quarterly due date for taxes (February 1, May 1, August 1, November 1)
- 2) No tax or lien searches will be processed two (2) business days before and after a tax sale
- 3) Fifteen (15) days for a certificate as to municipal taxes, liens, or improvements
- 4) Minutes of public meetings will be available within two (2) business days after the minutes have been approved by the Council or Board
- 5) Records that are not readily available or that will require a search of records will be made available as soon as possible. The applicant will be provided with an interim report within five (5) business days indicating the amount of time that will be required to complete the search of the records
- 6) Where a legal determination must be made as to whether records are "public records" the time to provide copies will run from the date that the municipal official receives the determination from the Borough Attorney or a Court Order that the records should be provided

The term "public records" generally includes those records that the Borough is required by law to maintain. The term does not include employee personnel files, police investigation records, public assistance files, or other matters in which there is a right of privacy or confidentiality.

<b>DOCUMENT</b>	<b>FEE</b>
All documents not otherwise provided for by law	1 <sup>st</sup> to 10 <sup>th</sup> page - \$.75 per page 11 <sup>th</sup> to 20 <sup>th</sup> page - \$.50 per page All pages over 20 - \$.25 per page
Additional fee for automobile accident report (not requested in person)	\$5.00 for first 3 pages All pages over 3 - \$1.00 per page
Certification by Borough Clerk of any documents	\$4.50
Exemplification of any documents by Borough Clerk	\$10.00

All fees received for said services shall be turned over to the Borough Treasurer for the use of the Borough of Maywood to defray the costs of same.

The information will be ready on \_\_\_\_\_  
 Estimated number of pages \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 Deposit (shall not be less than the estimated cost) \_\_\_\_\_

**THE APPLICANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM WITH THE DATE ON WHICH THE INFORMATION IS EXPECTED TO BE AVAILABLE AND THE ESTIMATED COST**

**THIS COMPLETED FORM, WHEN SIGNED BY THE MUNICIPAL OFFICIAL, SHALL CONSTITUTE A RECEIPT FOR THE DEPOSIT MADE BY THE APPLICANT**

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Municipal Official Signature

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Date: