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pennsylvania
OFFICE OF OPEN RECORDS

RECEIVED

JAN 24 2013

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 1/24/13

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Worcester Twp - 1721 Valley Forge Road

NAME OF REQUESTER: Amanda Marzella -

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP(Required): _____

TELEPHONE (Optional): _____ EMAIL (optional): _____

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

Requesting the following public/open records:

1. Recent building or code violations/citations for all residential and commercial real property which are nuisance in nature, ie grass, weeds, debris, abandoned property etc.
2. Recent building or code violations/citations for all residential and commercial real property which are Zoning or Permit related.

Time frame of Citations or Violations:
Past 4 months

DO YOU WANT COPIES? YES or NO * Yes by fax or email if applicable (
DO YOU WANT TO INSPECT THE RECORDS? YES or NO *only if not available electronically
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO *NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES **
** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*