



## File Search - Request for Information

Complete this form when requesting any information pertaining to the property in question, including septic documentation. Please note a \$50.00 file search fee may be applicable.

1. Municipal Address (MAS #) \_\_\_\_\_  
(for property you are seeking information on) (i.e. 410 Ridge Road E.)

2. Specify the information you are requesting: \_\_\_\_\_

3. Are you the owner of the property?                      **YES**                      **NO**

4. Please complete the contact information.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (       )                      Fax Number: (       )

Email Address: \_\_\_\_\_

5. Please choose the method by which you would like to receive this information

Pickup                       Mail                       Fax                       Email

**Please be advised that:**

- a) there is no guarantee that the Township has the requested information,
- b) that the associated fee is non-refundable,
- c) certain information may require a Freedom of Information Search,
- d) all efforts will be made to provide this information within 2 business days, with a maximum 5 day turnaround time, and
- e) all information provided will be stamped "COPY" and will adhere to the Municipal Freedom of Information and Protection of Privacy Act.

**Garry McCartney**  
**Chief Building Official**