Please be aware that per Massachusetts General Law (G. L. c. 66, § 10) this office has up to 10 calendar days to fulfill this request. You will be contacted by phone when the information you requested is ready for viewing or pick up.

Name: __________________________ Phone: __________________________

Information Requesting: __________________________________________

Purpose of Request (Optional- Can help us to more efficiently & effectively complete your request):
____________________________________________________________________
____________________________________________________________________

Do you need Copies?  YES*  NO (View Only)  Cost Estimate: __________________________

*Any copies of records will be charged for at the following rates:

• 5¢ per page for photocopies or computer printouts of public documents.
• Any special requests for digital files of database or other such files are $125, plus the cost of media purchased and used for storage & delivery.
• Additionally a charge of $25.24 an hour will be assessed for any and all requests, this hourly charge is prorated based on time to complete the request.

I, __________________________ acknowledge that I understand the list of charges and agree to pay said charges and fees incurred for the information I have requested.

OFFICE USE ONLY:

Start Time: ________ # of Pages Copied: __________________________
End Time: ________ # of Property Record Cards: __________________________
Total Time: ________ # of Maps Copied: __________________________

Hourly Charge Amount: __________________________

Total Amount Due: __________________________

Date Completed: ____________  Request Completed by: __________________________