



# TOWN OF AMENIA

## BUILDING DEPARTMENT

4988 Route 22, AMENIA, NY 12501

TEL: 845-373-8118 x102 FAX: 845-373-9826

E-MAIL: [Building@ameniany.gov](mailto:Building@ameniany.gov) WEB: [www.AmeniaNY.Gov](http://www.AmeniaNY.Gov)

## REQUEST FOR MUNICIPAL RECORDS SEARCH

*Includes Certificates of Occupancy/Compliance, Open Building Permits, Violations  
Street Report and Municipal Water/Sewer*

DATE: \_\_\_\_\_

I, \_\_\_\_\_ *REQUEST A MUNICIPAL RECORD SEARCH TO BE  
COMPLETED ON THE FOLLOWING PROPERTY LOCATED IN THE TOWN OF AMENIA:*

*LOCATION: GRID#:* \_\_\_\_\_

*ADDRESS:* \_\_\_\_\_  
\_\_\_\_\_

*OWNER:* \_\_\_\_\_

*REQUESTED BY:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NO.: \_\_\_\_\_

Please check one of the following:

I WILL PICK UP Y/N (please circle)

PLEASE MAIL Y/N (if yes, please **submit self-enclosed stamped envelope for return**)

Purpose of Request:

REFINANCE:

or

SALE: IF IT'S A SALE, A CARBON MONOXIDE &  
SMOKE DETECTOR AFFIDAVIT IS REQUIRED WITH THIS  
REQUEST

FEE FOR SEARCH: (CASH or CHECK payable to THE TOWN OF AMENIA)

**FEES ARE NON-REFUNDABLE:**  RESIDENTIAL FEE: \$125.00

COMMERCIAL FEE: \$250.00

SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

FEE PAID\$ \_\_\_\_\_

DATE \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

Staff Initials: \_\_\_\_\_