



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 WEB: www.AmeniaNY.Gov

REQUEST FOR MUNICIPAL RECORDS SEARCH

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

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: \$220.00
 COMMERCIAL FEE: \$300.00

SIGNATURE: _____

FEE PAID\$ _____ DATE _____ RECEIPT NO. _____ Staff Initials: _____