

REQUEST FOR INFORMATION

Before considering your information request to the City of Saint John’s Building and Inspection Services Department (“Building Inspection”) regarding Service New Brunswick P.I.D. No. _____ (the “Property”), it is first necessary for you to: (1) provide a clear and particularized description of the information you are requesting respecting the Property in the space provided below, (2) have the registered owner(s) of the Property complete and sign the following “Consent to Release of Information” section below authorizing the disclosure of such information, and (3) provide a “Declaration of Requesting Party” confirming that the registered owner(s) of the Property identified in the “Consent to Release Information” section below is/are the only registered owner(s) of the Property.

Note: The completion of the “Request for Information” form does not automatically result in the production of some or all of the requested information respecting the Property. Building Inspection hereby reserves the right and discretion to refuse the production of some or all of the requested information respecting the Property notwithstanding the completion of a “Request for Information” form.

Building Inspection will endeavor to provide a response to a completed “Request for Information” form within thirty (30) days of receipt thereof. Should a “Request for Information” form be incomplete or the information contained therein be insufficiently precise to permit a response, as determined by the Building Inspector or a designate thereof, the incomplete or insufficiently precise “Request for Information” form shall be returned to you without response with correspondence indicating what deficiencies must be addressed. In such circumstances, the thirty (30) day response time shall not commence until the Building Inspector receives a “Request for Information” that addresses the deficiencies identified by the Building Inspector or a designate thereof.

Information Requested

Consent to Release Information Respecting P.I.D. No. _____

I/we, _____, am/are the registered owner(s) of the Property and do hereby authorize Building Inspection to release the above-identified information respecting the Property to _____.

[Registered Owner’s Name]

Witness

[Registered Owner’s Name]

Witness

Date

Declaration of Requesting Party

I, _____, hereby declare that the “Consent to Release Information” form completed above identifies and includes the signature(s) of the registered owner(s) of the Property.

[Requesting Party’s Name]

Date