

# WARREN HOUSING AUTHORITY

## PUBLIC RECORDS REQUEST FORM

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

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

Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

### OFFICE USE ONLY

Release Approval/Processing

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Release Processed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Total Copies: \_\_\_\_\_ Processing fee: \$ \_\_\_\_\_ Paid Date: \_\_\_\_\_

Copies Mailed Via: \_\_\_\_\_ Date: \_\_\_\_\_

Copies Picked-up by: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_