



City of Anaheim

Office of the City Clerk

200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
(714) 765 5166 • fax (714) 765 4105
www.anaheim.net

Request for Public Records

STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).

STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; tbass@anaheim.net fax: (714) 765-4105

STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name: Holley Autry Date: 4/3/19 11:09 AM

Company Name: Blackstone Consulting LLC

(Mailing) Address: _____ City/State/Zip Code: Social Circle, GA 30025

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

Email

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Allec
651-655 E Cerritos Avenue / 1455 S Allec Street
Anaheim, CA

To Whom it May Concern:

Blackstone Consulting LLC is representing a real estate entity that has interest in the above-referenced property. In order to assist our client with a potential transaction concerning this property, we respectfully request the following information for each address:

- *Building Permit for the original building shell.*
- *Original Certificate(s) of Occupancy (C of Os).*
- *Any current code violations or complaints at the above referenced property. What current Building Code is enforced?*
- *The zoning classification (not a zoning verification letter).*

The information entered to request for public records is continued on succeeding page(s)

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records

Will Pick-Up Records

Please Mail

Electronically Signed/Submitted 4/3/19 11:09 AM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

These documents may be forwarded by email, mail or facsimile. If some or all of these documents are unavailable or do not exist, please provide a letter of explanation.