



Borough of Green Tree

10 West Manilla Avenue
Green Tree, PA 15220-3310
www.greentreeboro.com

412-921-1110
Fax 412-921-5997

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: U.S. MAIL HAND DELIVERED

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____ EMAIL: _____

RECORDS REQUESTED: *(Provide as much specific detail as possible.)*

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT A HARD COPY? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

Signature of Requestor: _____

(By executing this request, I hereby certify that I am a legal resident of the United States or that the requestor is an "agency" as defined in Act 3 of 2008, as amended. I further acknowledge that in the event this request is granted, fees will be due the Borough of Green Tree in accordance with the posted policy.)

RIGHT TO KNOW OFFICER: W. David Montz, Manager, 10 West Manilla Avenue, Green Tree, PA 15220

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***The Borough of Green Tree may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*