



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 : Matthew Sanchez Date: Sept 25, 2017

Company Name: Partner Engineering and Science

(Mailing) Address: _____ City/State/Zip Code: Pasadena CA 91106

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)

Hello I am performing a property condition assessment on the four buildings located at 2223-2225 East Katella Ave and 2222 East Howel Ave for investors interested in purchasing the property. Can you please provided the following information:

- 1) Details on any open municipal code violations that may exist for the property.
- 2) Date of latest fire department inspection, and details on any open fire code violation that may exist.

Thank you.

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

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

 SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request - 2223-2225 Katella Ave and 2222 Howell Ave
Attachments: City FOIA Request.pdf

From: Sanchez, Matthew
Sent: Monday, September 25, 2017 11:17 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request - 2223-2225 Katella Ave and 2222 Howell Ave

Hello,

I would like to submit the attached public records request.

Thank you,

Matthew Sanchez
Staff Assessor I

PARTNER ENGINEERING AND SCIENCE, INC.