



**Municipal Title Search Request
Town of Monroe Building Department
1465 Orange Turnpike, Monroe NY 10950**

This Application must be completely filled out and submitted to the Building Department

Owner of Record: _____

Address of Owner: _____

Street Address/Location of Premise being requested:

_____ Section: _____ Block: _____ Lot: _____

PERSON TO CONTACT IF WE NEED ACCESS TO THE PREMISE

NAME: _____ PHONE NUMBER: _____

Please select the following items being requested:

- _____ **(\$200)** Municipal Title Search Letter including:
- Letter stating if Single Family Home pre-dates (No CO Required)
 - Copies of all Existing Certificate of Occupancies
 - Road Status
 - Violation Search

_____ **(\$200)** Affidavit Type - Certificate of Occupancy
(If the Single Family Home pre-dates and does not require a Certificate of Occupancy, an Affidavit Type Certificate of Occupancy can be requested)

Checks Made Payable to: Town of Monroe

Applicant Information

Name: _____ Contact#: _____

Title: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

When search is completed: Pick-Up EMAIL FAX to _____
(SELECT ONE)