

Marisol Torrens
NYS Certified Code Enforcement
Building Department
Village of Liberty



167 N. Main St.
Liberty NY 12754
845-292-2250 ext.117
mtorrens@libertyvillageny.org

Date _____

Requestor:

Email address: _____

Premises Address: _____

Owner: _____

SBL#: _____

MUNICIPAL REQUEST FORM

Please provide our office with the following on the above mentioned premises:

_____ Provide letter showing all certificate of occupancy, compliance, and/or completion plus all information regarding any subsequent permits pertaining to the legal occupancy, and indicate if certificates are required

_____ Street maintained by State, County, City, Town, Village or Private

_____ Pending violations on file

_____ Utility billing account request. Please provide water/sewer/garbage account information on the above mentioned premises. Please include account number, period covered, billed amount, due date, payment status and any penalties thru _____. **There is a \$25.00 additional charge if you are requesting this information. Please make out a separate check for this fee.** Please do not call the utility billing office directly as these requests will be handled through this office **ONLY.**

The fee for residential municipal searches is \$100.00. Commercial searches are \$200.00. Please make your check payable to the Village of Liberty. **Please remember to include a separate check for the additional \$25.00 if you are requesting information on utility billing.**

Please make sure to provide a carbon monoxide and smoke detector affidavit with every search.

Marisol Torrens
Code Enforcement Officer

VILLAGE OF LIBERTY
BUILDING DEPARTMENT



167 N. MAIN ST
LIBERTY, NY 12754

845-292-2250 ext.117
FAX: 845-295-9216
E-MAIL: mtorrensvol@gmail.com

Smoke Detector and Carbon Monoxide Statement Municipal Search

In order to obtain a municipal search in the Village of Liberty for one- or two-family residence, a completes smoke detector and carbon monoxide detector affidavit is required to be submitted with your request. In this case, neither the buyer nor the seller has personal knowledge about the existence of smoke or carbon monoxide detectors because the seller is a foreclosure bank, and the buyer does not have access to the premises. There is not a real estate broker in this transaction.

The Village of Liberty Building Department has not conducted an inspection of the premises and has no knowledge of the existence or lack thereof, of either smoke or carbon monoxide detectors, and shall not be held liable for issuing the municipal search without these affidavits on file. The buyer hereby acknowledges that within ten (10) business days of closing, the buyer shall submit the requisite smoke and carbon monoxide detector affidavits to the Village of Liberty Building Department.

Property Address:

SBL#: _____

Buyers Signature: _____ Date: _____

Print Buyers Name: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public _____