

**VILLAGE OF LIBERTY  
MUNICIPAL REQUEST FORM**



Date: \_\_\_\_\_  
Requestor: \_\_\_\_\_  
Email: \_\_\_\_\_  
Premises Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
SBL: \_\_\_\_\_

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

- \_\_\_\_\_ Please provide tax information on the above mentioned premises including current year taxes and any outstanding delinquent taxes with penalties thru \_\_\_\_\_
  - \_\_\_\_\_ Please provide water / sewer / garbage account information on the above mentioned premises. Please include the account number, coverage period, billed amount, due date, payment status, and any penalties thru \_\_\_\_\_
  - \_\_\_\_\_ Please provide a final water/sewer bill thru \_\_\_\_\_. In order to gain access to the premises, you may contact, \_\_\_\_\_, and they can be reached by calling \_\_\_\_\_
- The final bill should be mailed / emailed / faxed to \_\_\_\_\_
- The new owner(s) name and mailing address is \_\_\_\_\_

**The fee for any of the requests mentioned above is \$25.00.** Payment must be received in our office before we can provide this information. You must fill out a municipal request form for each parcel. All requests for final water/sewer bills must be received within 5 business days prior to the date of the closing. If we do not receive your request along with the fee within the allotted timeframe, the final bill will be delayed!

Please contact the Building Department for any property tax liens at 845-292-2250 ext. 117.

**OFFICE USE**

Request #: \_\_\_\_\_ Received: \_\_\_\_\_ Paid: \$ \_\_\_\_\_ ( ) Cash ( ) Check #: \_\_\_\_\_  
Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ General: \_\_\_\_\_