

REQUEST FOR RECORD INSPECTION OR FOR A COPY

(The section below is to be completed by person making the request)

Date:

Name/Company Name:

Address:

Daytime Phone:

Fax: _____

I certify that I **do not intend to, and will not:** (1) Use any list of names or addresses contained in or derived from the records or information requested for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (2) sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. See K.S.A. 21-3914.

Signature: _____

Please attach a copy of license and/or business card for records.

CHARGES: A charge for providing access to public records is authorized by state law. Charges are set to compensate for the actual costs in honoring your request. The fee schedule established for this office is posted in the Appraisers office. The charge for access to and/or copies of the record(s) you have requested is as follows: PRC, Comp Sheets, Oil Renditions & Division of Interest -\$1.00; Ownership Reports - \$25.00/hr.; Queries - \$25.00/hr.; County Directory Books - \$15.00; Wall Maps 37.50 Prepayment may be required. The Appraiser's office has 3 business days to comply with your request.

(The section below is to be completed by the Record Custodian)

Initials of Record Custodian