

## **Document Search Request Form**

Please Note: A \$5.00 base fee is required for all requests (By-law 6-2023) If applicant is not the property owner, a Letter of Authorization is required.

Request for:  □ Document Search (Property Owner)  □ Document Search (Not the Property Owner)  □ Document Search (Authorized Agent of Owner)	Property Address:
If Document Search request is made by the property owner(s):  Last name appearing on records: □ same as below, or:	
□Mr. □ Mrs. □ Ms. □ Miss	Address (Street/Apt. No./P.O. Box/R.R. No.):
First Name:	
Middle Name:	City/Town:
Last Name:	Province:
Telephone (Day): ( )	Postal Code:
Telephone (Evening: ( )	Email:
Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.)	
Preferred method(s) ☐ Email Copy S ☐ Receive Copy	Signature: Date:
For Institution Use Only	
Date Received: Request Number:	Comments:
Information for the Applicant:	

Building records provided are copies of those on file at the Municipality of Thames Centre. The Municipality of Thames Centre disclaims liability as to the accuracy of the contents of the building plans as provided and would recommend that you contact the Engineer(s), Architecht(s), Surveyor(s), and/or Designer(s) noted on the building plans to confirm accuracy if you intend to rely on them for any reason. Please not that the plans are subject to the provisions of the *Copyright Act*.