

Greetings,

This email communication is a formal request for a copy of your county's "excess funds list", which I believe is maintained by your department. In case of any confusion, the excess funds to which I am referring are those arising in the case of a bid over the amount of property taxes owed at tax sale. I am only looking for uncollected surplus funds on unredeemed properties.

The information I need from the records is the tax sale date, owner's name, either the property address or owner's mailing address, and the amount of surplus funds due the owner. If you have these records in electronic form, I would prefer them that way.

If you do not maintain a list of these surplus amounts, any advice on how I could collect that information from existing files you have would be greatly appreciated.

If I have reached the wrong department, I would greatly appreciate this request being forwarded to the correct department, with a copy sent to me via email/fax or mail.

If there is anything I can do to aid or expedite the process, please let me know, as I'm eager to do whatever I can to make your job easier.

Thanks in advance,

Sincerely,

Teri Neff

PS: This request is being made under the Right-to-Know LAW,

Please respond within the time frames under that Law. Thank You.



**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 5/8/15

REQUEST SUBMITTED BY:  E-MAIL  U.S. MAIL  FAX  IN-PERSON

REQUEST SUBMITTED TO (Agency name & address):  
LuZerne County Tax Claim Bureau

NAME OF REQUESTER: TERI NEFF

STREET ADDRESS: P.O. Box 222

CITY/STATE/COUNTY/ZIP(Required): WEST MILFORD, NJ 07480

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (optional): AYSATF4U@Yahoo.com

RECORDS REQUESTED: \*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary  
Your county list of excess funds generated from tax sale overages. AYSATF4U@Yahoo.com

DO YOU WANT COPIES? YES or NO  
DO YOU WANT TO INSPECT THE RECORDS? YES or NO  
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

RIGHT TO KNOW OFFICER:  
DATE RECEIVED BY THE AGENCY:  
AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*