



**FILE REQUEST FORM**

**INSTRUCTIONS:** State below the file or other information you are requesting to see. Use as much Detail as possible. For example, if you are requesting a Housing file, list the Address of the property.

**I AM REQUESTING THE FOLLOWING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE STATE REASON FOR REQUEST:** \_\_\_\_\_  
\_\_\_\_\_

**DATE OF THIS REQUEST:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**YOUR ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**(WE RESERVE THE RIGHT TO ASK FOR IDENTIFICATION)**

**YOUR SIGNATURE** \_\_\_\_\_

.....  
**REQUEST REVIEWED BY:** \_\_\_\_\_

**REQUEST APPROVED BY:** \_\_\_\_\_

**REQUEST DENIED BY:** \_\_\_\_\_

**IF DENIED, STATE REASON:** \_\_\_\_\_  
\_\_\_\_\_

**DATE APPROVED OR DENIED:** \_\_\_\_\_