



**Loft Board**

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**Rick D. Chandler, P.E.**  
Chairman

**Helaine Balsam**  
Executive Director

**FOIL REQUEST FORM LETTER**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

**PREMISES:** \_\_\_\_\_

RELATIONSHIP TO THE PREMISES: \_\_\_\_\_

[ ] I am requesting to view the following files for the above premises:

[ ] I am requesting copies of the following files for the above premises:

[ ] Registration

[ ] Correspondence

[ ] Violations, Summonses

[ ] Sales of Rights/Fixtures

[ ] Narrative Statements & Plans

[ ] Case files

[ ] Other (please specify):

\_\_\_\_\_  
\_\_\_\_\_

