

**PUBLIC RECORDS REQUEST – TAX SALE
INFORMATION INCLUDING EXCESS PROCEEDS
Chancery Court of Shelby County Tennessee**

Requestor Instructions: To make a request for copies of Chancery Court public records related to tax sales prior to January 2016, please fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to them are not required to sign and date section 11 of the form. The copy costs for each tax sale are set out in Section 13 of this form.

Custodian Instructions: For requests to inspect public records in the Clerk and Master Office located at 140 Adams, Memphis, Tennessee, the **records custodian** is to fill in sections 1-6, 8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor.

1. Name of requestor: _____
(Print or Type)

2. *(If required)* Form of identification provided:
D Photo ID issued by governmental entity including requestor's address

3. Requestor's address and contact information: _____

4. Request for: inspection/access copy/duplicate (previously inspected on _____ (date) or inspection waived

5. Record(s) requested:
 - a. Type of record: Tax Sale File(s) Tax Sale Report Other
 - b. Detailed Description of the record(s) including relevant date(s) and subject matter:

6. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)
 - a. Employee receiving request: _____
(Print or Type and Initial)
 - b. Date and time request received:
 - c. Response: Same day Other _____

7. Costs *(if assessed)*:
 - a. Number of pages to be copied: _____ Estimated
 - b. Cost
 - (1) per page letter or legal sized : \$ (at \$.50 per page)
 - (2) per page other sized or other medium _____ : \$ _____ (justification required)

Costs continued:

- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested:
- e. Method of delivery and cost: _____ Estimated
 On-site pick-up U.S. Postal Service Other: _____
- f. Estimate of total cost to produce request:
- g. Estimate provided to requestor: in person by U.S.P.S. by phone Other: _____

8. Payment:

- a. Form of payment: Cash Check Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. _____
 Signature of Requestor

Date Records Requested

10. _____
 Signature of Records Custodian

Date of Receipt of Request

Delivery/Retrieval of Records

11. _____
 Signature of Requestor

Date Records Retrieved

12. _____
 Signature of Records Custodian

Date Records Retrieved/Delivered
 Or

Date Records Inspected by the Requestor

13.

<u>Case No.</u>	<u>Tax Sale</u>	<u># of Pages</u>	<u>Cost</u>
TRD 9486	0801	114	\$57.00
TRD 9486	0802	126	\$63.00
TRD 9486	0803	272	\$136.00
TRD 9486	0804	174	\$87.00
TRD9488	0901	180	\$90.00
TRD9488	0902	159	\$79.50
TRD9488	0903	186	\$93.00
TRD9490	1001	49	\$24.50
TRD9490	1002	358	\$179.00
TRD9490	1003	156	\$78.00
TRD9490	1004	162	\$81.00
TRD9492	1101	170	\$85.00
TRD9492	1102	135	\$67.50
TX 2014	1201	241	\$120.50
TX 2014	1202	115	\$57.50
TX 2014	1203	333	\$166.50
TX 2014	1204	162	\$81.00