

REQUEST FOR PUBLIC RECORDS

*Dundee Township Assessor's Office
611 East Main St., Suite 101
East Dundee, IL 60118*

Date of Request: _____

Request submitted by: ___Email___ U.S. Mail___ Fax___ In Person

Name of Requester: _____

Street address of Requester: _____

City/State/Zip code: _____

Telephone (Optional): _____ E-mail (Optional) _____

Fax (Optional): _____

Records Requested: Please provide as much specific detail as possible so that the information you are seeking may be identified. You may attach additional pages, if necessary.

Do you want to view the documents? YES or NO

(Contact the Assessor's Office for a mutually agreed upon time and date to review the records at the Assessor's Office, 553 Barrington Avenue, East Dundee during regular office hours, 7:30 am to 4:00 pm.

Do you want copies of the documents? YES or NO

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

Is this request for Commercial purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body, 5 ILCS 140.3.1(C)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(C)).

Signature _____ Date: _____

Dundee Township Assessor's Office FOIA Officers are:

Michael Bielak, Assessor

Nancy Cooke, Deputy Assessor

Each may be contacted at: 611 East Main St. Suite 101, East Dundee, IL. 60118

Phone: 847-428-2634

[FOIA Request Form](#)

[Additional Information Regarding FOIA](#)

For Township Use Only:

Received by the Dundee Township Assessor's Office, Kane County, Illinois:

Date: _____ Time: _____

Method of Delivery: _____

Township Official or employee receiving request:

Name: _____

Title: _____

Signature: _____

Response Due: _____

(5 Business days after day of receipt,
Non-commercial requests only)

Township Official or employee responsible for compiling response:

Name: _____

Title: _____

DUNDEE TOWNSHIP ASSESSOR'S OFFICE

FREEDOM OF INFORMATION ACT (FOIA)

The Assessor is an elected official whose function is to place values on particular parcels of property located within the township. All taxes in the township are levied against these values. The Assessor is required to maintain a set of property record cards and may, at the request of the county supervisor of assessments, duplicate them for the county's use. The Assessor is also required to maintain a constant record of all changes in properties during each calendar year and attend a meeting of the county supervisor of assessments every December.

The Assessor's office has 2 Full time employees and 3 Part time employees.

The Dundee Township Assessor's Office provides access to public records under the *Freedom of Information Act (FOIA)*. *Records available for copy include but are not limited to assessment information, property record cards, building permits, and sales information.*

Please fill out the attached form. All requests must be in writing. Describe in detail the public records you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Be very specific about the documents you are requesting.

The FOIA request will be answered within 5 business days after receipt of the request. See additional information attached regarding FOIA.

Please indicate whether you wish to inspect the public records at the Township Assessor's Office or if you wish to have electronic or paper copies. By submitting this Request Form, you are agreeing to pay to the Township, in advance of receiving copies of any public records, the copying and certification fees listed below:

Charges:

First 50 letter/legal pages (black & white): Free

Over 50 letter/legal pages: \$0.15 per page

Color & Oversized copies shall be charged actual cost of the reproduction

Certification: \$1.00 per document, plus copy cost

Actual Postage Cost for Mailing

If request is for Electronic media, the actual cost of this media