



City of Anaheim
 Office of the City Clerk
 200 S. Anaheim Blvd., Suite 217
 Anaheim, CA 92805
 (714) 765-5166 • fax (714) 765-4105
www.anaheim.net

REQUEST FOR PUBLIC RECORDS

- STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
- STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; landal@anaheim.net; fax (714) 765-4105.
- STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name : Alison Sykes Date: 1/7/2016

Company Name: CBRE

(Mailing) Address: _____ City/State/Zip Code: Altadena, CA 91001

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: phone

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Hello,
 I am requesting documents for 1095 Pullman Street, Anaheim "The Home Depot".
 If possible, I would like the Certificates of Occupany issued for:
 - the shell, upon completion of construction; and
 - the Home Depot, upon completion of TI, circa 2003.
 Thank you!

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

- I wish to inspect City records Will Pick-Up Records Please Mail

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

A Sykes
 SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Linda Andal
Sent: Thursday, January 07, 2016 11:08 AM
To: Jennifer L. Hall
Subject: FW: Records Request - 1095 Pullman St.
Attachments: E2 - Public Records Request for CofO.pdf

From: Sykes, Alison @ Altadena
Sent: Thursday, January 07, 2016 11:00 AM
To: Linda Andal
Subject: Records Request - 1095 Pullman St.

Dear Sir or Madam:

Attached, please find my public records request form for Certificates of Occupancy pertaining to 1095 Pullman Street (currently "The Home Depot").
Should any fees greater than \$20 incur, please contact me prior to filling this request.
Thank you in advance!

Regards,

Alison Sykes | Project Manager
CBRE, Inc. | Assessment & Consulting Services
Valuation & Advisor vices

This email may contain information that is confidential or attorney-client privileged and may constitute inside information. The contents of this email are intended only for the recipient(s) listed above. If you are not the intended recipient, you are directed not to read, disclose, distribute or otherwise use this transmission. If you have received this email in error, please notify the sender immediately and delete the transmission. Delivery of this message is not intended to waive any applicable privileges.