

FREEDOM OF INFORMATION ACT (FOIA) - REQUEST FORM

*Dundee Township Assessor's Office  
611 East Main Street, 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 date and time to review the records in person. The Assessor's office is located at 611 East Main Street, Suite 101, East Dundee. Regular office hours are Monday through Friday, 7:30 am to 4:00 pm.

Do you want Electronic Copies & in what format?      YES \_\_\_\_\_

Do you want Paper Copies?      YES

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 Dundee Township 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: \_\_\_\_\_

**FREEDOM OF INFORMATION ACT (FOIA)**

Dundee Township Assessor's Office  
611 East Main Street, Suite 101  
East Dundee, Illinois 60118  
Phone: 847-428-2634  
Fax: 847-428-1825

FOIA Officers:  
Michael Bielak, Assessor  
Leigh Ann Stewart, Deputy Assessor

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 property record cards, assessment information, building permits, and sales information.

Please fill out the FOIA request form. All requests must be in writing. Describe in detail the public records you wish to inspect or copied and be very specific about the documents you are requesting. Please attach additional pages if necessary.

The FOIA request will be answered within 5 business days after receipt of the request.

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 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 Actual  
Postage Cost for Mailing  
If request is for Electronic media, the actual cost of this media

**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

Township Official or employee responsible for compiling response:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Sent: \_\_\_\_\_