



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of both pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at https://www.openrecords.pa.gov. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: Wayne Twp (Attn: AORO)

Date Request Submitted: 09/10/2025 Submitted via: [X] Email [ ] U.S Mail [ ] Fax [ ] In Person

PERSON MAKING REQUEST:

Full Name: Trisha Frassetto Nicholl

Company (if applicable): Charles Jones, LLC

Please send response via: [X] Email [ ] U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: sisdatagroup@charlesjones.com

Mailing Address: PO Box 8488

City: Trenton State: NJ Zip: 08650 Telephone: (800) 432-8384 ext 7055

How do you prefer to be contacted if the agency has questions? [ ] Telephone [X] Email [ ] U.S. Mail

[X] By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

\*Please accept this letter as our request for a copy of the detailed real estate tax collector's monthly report to taxing district submitted to the Agency pursuant to 72 P.S. §5511.25 for the month(s) listed below for the current tax year. This is the Department of Community and Economic Development (DCED) report, as stated in the Tax Collector's Manual:

"The monthly statement must list all taxes collected for the taxing district for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties and must carry a total of all taxes collected with discounts and penalties for the reporting period."

Request period: August

Township

DO YOU WANT COPIES? [ ] Yes, printed [X] Yes, electronic [ ] No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than  \$100 (or)  \$ \_\_\_\_\_ .

Do you want [certified copies](#)?  Yes (may be subject to additional costs)  No

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

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Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_ )  Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.