



Karen Lathrop, Municipal Clerk  
Phyllis Hayward, Assistant clerk

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**Appointment Request Form**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date requesting \_\_\_\_\_ (Clerk will confirm if date is available)

Estimated Time for search \_\_\_\_\_

\*Client Information/or Property Address

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

**Appointments will be made according to the order in which they are received by our offices. Research days will be Tuesday or Thursday**

**Please remember to bring your own mask, pens, and notepads for your search.**

**We will provide fresh gloves for your search and hand sanitizer**