

**SAMPLE LETTER TO TITLE COMPANY REQUESTING RECORD OWNER
SEARCH FOR DEVELOPMENT PROJECTS**

INSERT YOUR MUNICIPAL LETTERHEAD

(Insert Date)

ABC TITLE COMPANY
123 Main Street
Anytown, New Jersey 12345

Re: Municipal Open Space Grant Application Number _____
 Municipality of _____
 Name of Project _____

Dear Title Company:

Our municipality is participating in the Monmouth County Municipal Open Space Grant Program regarding the redevelopment, improvement, and/or renovation project commonly known as _____ Park located in our town.

Please provide me with a Record Owner Search for _____ Park which comprises Block _____, Lot(s) _____. Please attach any recorded instruments that indicate title to the realty is vested in our town. We do not require title insurance.

If you have any questions or comments, please contact me directly.

Very truly yours,

Municipal Official

Pc: Monmouth County Park System
805 Newman Springs Road
Lincroft, New Jersey 07738-1695
Attn: Paul Gleitz, PP/AICP, Principal Park Planner