

Property Records Request - Informal Tone

Subject: Need Some Property Records Please!

Hi,

I'm [Your Name] and I need to get some property records for [Property Address]. I'm [buying/selling/researching] this property and need the paperwork for [reason].

Could you help me get:

- Property deed
- Tax records for the last [X] years
- Any liens or encumbrances
- Building permits (if available)
- Property survey (if on file)

The property details are:

- Address: [Full Address]
- Parcel ID: [ID if known]
- Owner: [Current/Previous Owner Name]

I'm not sure about your process or fees, so just let me know what I need to do. I can come in person, mail forms, or do whatever works best for you.

Thanks for your help!

[Your Name]

[Phone]

[Email]

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