



County of Burlington

Board of Taxation

49 Rancocas Road, Mount Holly, NJ 08060, Room 111
Mailing: P.O. Box 6000, Mount Holly, NJ 08060
(609) 265-5739 • www.co.burlington.nj.us

Eileen R. Carlos, *Administrator*



OWNERSHIP VERIFICATION COURTESY DEED BOOK & PAGE REQUEST FORM

This form must be sent to the Burlington County Board of Taxation custodian of records at the following email address: ecarlos@co.burlington.nj.us. The form may also be sent by mail or hand delivered to 49 Rancocas Rd. P.O. Box 6000 Mt. Holly, NJ 08060.

REQUESTOR: I, _____, do hereby request the deed book and page numbers listed on the current Burlington County Board of Taxation MOD IV system for the property(ies) indicated below. I understand that the information provided by the Burlington County Board of Taxation may not be an accurate current record and I must further verify the information with the Burlington County Clerk's office as the custodian of the recorded deed(s).

Requestor Name (print)	Address	Email Address	Phone Contact

Statement Regarding Daniel's Law: "Be advised that this record may contain information governed by L. 2015, c. 226 and L. 2020, c. 125, which include civil and criminal penalties for improper disclosure."

OWNERSHIP VERIFICATION *Must fill out property location

	Name	Mailing Address	Town,State	Zip Code
1				
2				
3				

PROPERTY LOCATION

	Subject Property Address	Block	Lot	Qualifier	Municipality
1					
2					
3					

DEED BOOK AND PAGE

	Block	Lot	Qualifier	Deed Book	Deed Page
1					
2					
3					

DATE: _____

SIGNATURE of REQUESTOR: _____

COUNTY USE ONLY

Custodian of Records Notes	Date Received	Date Responded Via:

INFORMATION & INSTRUCTIONS

- This form must be filed with the Burlington County Board of Taxation.
- There is no fee for this service.
- The request can be emailed to the custodian of records at ecarlos@co.burlington.nj.us
Please put "CONFIDENTIAL" in the subject line.
- The request can be sent via regular mail or hand delivered to Attention: Custodian of Records
Burlington County Board of Taxation 49 Rancocas Rd Room 111 P. O. Box 6000 Mt. Holly, NJ
08060. Please mark the envelope "CONFIDENTIAL".
- Once the request is received, it will be reviewed and redacted in accordance with Daniel's Law.
- A response will be sent to the requestor via email.
- The response to the request will be in accordance with OPRA guidelines.
- More information on OPRA and Daniel's Law can be found on the Burlington County Board of
Taxation web site at [Board of Taxation | Burlington County, NJ - Official Website](#)

COMPLETING THE REQUEST FORM

- The requestor must fill in contact information of Name, address, email, and Phone. If the information is omitted, the request will be returned.
- *Ownership Verification* is to qualify that a person(s) listed on the request form is the actual owner of the property location listed. (Line 1 of ownership verification table will coincide with line 1 of property location table same as for line 2 and 3)
- *Property Location* is used to confirm a block, lot, and qualifier in a municipality. If a block and lot is needed the subject property address and municipality must be filled in. If a location is required then block, lot, qualifier, and municipality must be filled in.
- Information redacted due to Daniel's Law will not be provided.
- Information that is request that is provided or **not** provided will be noted in the Custodian of Records section.
- Please sign and date the form. If the form is not signed it will be returned for signature.

DO NOT WRITE BELOW THE OFFICIAL COUNTY USE LINE