

800 W. Judicial Street
Blackfoot, Idaho 83221
(208)-785-2977
hle-blft@hleinc.com



101 S. Park Avenue Ste. 210
Idaho Falls, Idaho 83402
(208)-524-0212
if@hleinc.com

FEE: \$75.00
www.hleinc.com

Document Request Form

The following form is used to better help our clients get the information they are looking for. Please fill out the following form to the best of your knowledge.

Contact Information

*First Name: _____ *Last Name: _____
Relationship to Property: _____
*Email: _____ *Phone Number: _____
*Mailing Address: _____
City: _____ State: _____ Zip: _____

Property Information

*Property Address: _____
City: _____ State: _____ Zip: _____
*Ownership of Property: _____
Section: _____ Lot: _____ ROS: _____
Township: _____ Block: _____ Instrument No: _____
Range: _____ Division: _____
Parcel No: _____

Description of Records Requested

Please include as much detail as possible. The more specific, the better we are able to respond to your request.
i.e., names, location, addresses, project numbers, dates, project manager, county etc.

Electronic Delivery Mail Delivery

To pay the Records Request Fee, please log on to our website at www.hleinc.com, click the **PAY** tab.

Records request can be mailed or emailed to one of our locations.

Once your signed records request is submitted and the fee of \$75.00 is paid, the copies of records will be sent as requested.

Please allow within 3-7 days to for processing and research.

***Research requiring above an hour, requested in writing, will be billed under our time at a rate of \$50.00 per additional hour.*

By submitting this records request, I certify that I will not use disclosed information for an illegal purpose. I also agree to reimburse HLE, Inc according to the established fee schedule.

Signature: _____ Date: _____