

# Record Request Form

## **Charlson & Wilson Bonded Abstracters, Inc.**

111 N. 4th Street, Manhattan, KS 66502  
1426 Browning Place, Suite 103, Manhattan, KS 66502  
108 N. 2nd Street, Westmoreland, KS 66549

Charlson & Wilson Bonded Abstracters, Inc., is happy to help you retrieve records from any real estate transaction for which we were the closing agent. We retain records for approximately ten (10) years from the date of closing of the transaction. Some of these records are in storage on site and some are in storage at a secure site in Topeka, KS.

If the records you request are stored in Topeka, there will be a charge for retrieval, payable in advance.

Please allow three (3) business days for retrieval.

The undersigned hereby requests retrieval of the following document(s):

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Last names of parties involved in transaction:

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Seller

Buyer

Brief legal description or address of property involved:

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Please note that in order for us to service your request, you must be a party to the transaction involved. The last four digits of the requesting party's social security number or federal tax ID:

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Signed

Date

Please print name

Phone number

E-mail address