

## How to request a property maintenance ticket search from Ithaca City Court

Please follow the steps below.

**First** – Contact the City Building Department for a list of tickets they have issued.

Kristen Kwasnik, Office Assistant, City of Ithaca Building Division

Phone (607) 274-6509, or email [kkwasnik@cityofithaca.org](mailto:kkwasnik@cityofithaca.org)

**Second** – Provide the following information to the Court by email [ithacacitycourt@nycourts.gov](mailto:ithacacitycourt@nycourts.gov) or by mail to 118 E. Clinton Street, Ithaca NY 14850 or in person.

Name of property owner: \_\_\_\_\_

Property Address	Date of Ticket	Ticket Number	Current Status (Court use only)

The Court will provide the results of the search within 7-10 days of receipt of the request to the email address (preferred) or mailing address that you designate when requesting the search.