



Request for Records

Name of HOA - _____

My purpose for asking to see/copy the following records is _____

_____ I would like to OR

_____ I would like to appoint _____ as my agent, on my behalf to

_____ Review/Inspect

_____ Copy

_____ Receive Copies of

Association documents from

_____ Current Fiscal Year OR

_____ Prior 2 Fiscal Years

These are the documents that are requested:

In order to satisfy my request

_____ I am

_____ I am not

Willing to come to the management office or other designated location to review these records.

_____ I want

_____ I do not want

Copies and I understand that it is up to me to arrange for a copy service if I want copies of the documents. Should I request that copies are made by a Board member or manager, I understand that I will be charged a fee for this service and I will be provided with the cost figures before reproduction.

I understand that if any of the information requested requires redaction, in the opinion of the Association, to protect privacy and protect from identity theft, the redaction will be done at my expense (limit of \$10/hour up to a maximum of \$200) and I understand also that I will be responsible to pay the reasonable costs of copying the records requested.

Owner Signature

Address of Property in HOA