

## REQUEST TO ACCESS ASSOCIATION RECORDS

Today's Date: \_\_\_\_\_, 20\_\_\_\_.

Florida law provides that the official records of the association are open to inspection by any association member or the authorized representative of such member at reasonable times. The records of the association shall be made available to the member within 10 working days after receipt of the written request (this form).

TO THE BOARD OF DIRECTORS OR C&S COMMUNITY MANAGEMENT SERVICES, INC.

NAME OF ASSOCIATION: \_\_\_\_\_

I request to inspect the following official records of the association:

List each document to be inspected and/or copied	Document provided or on website?	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

In order to alleviate potential problems and to expedite the process, it is recommended that you narrow your request as much as possible for each issue targeted.

Name : \_\_\_\_\_ Unit/Lot Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The above request was received by the Board of Directors/C&S Management on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Appointment set for: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_