Mainlands of Tamarac

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REQUEST TO ACCESS ASSOCIATION RECORDS

This request to access records of the association and records checklist is designed to facilitate the inspection process. Use of this form is recommended, but not required.

***DIRECTIONS TO UNIT OWNER*:** In the space provided below, enter the date, name of the association, and specifically identify and list the documents to be inspected and/or copied. 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. Print your name, unit number, and telephone number at the bottom of the page. Send the original to the board or its designee and keep a copy for your use. Delivery of the request to the board or its designee should be made either by witnessed hand-delivery or certified mail, return receipt requested unless the association has adopted specific rules regarding requesting access to records in which case you should follow those rules. After delivery of the request, the burden is on you (the unit owner) to initiate and make contact with the board or its designee, either in person, by telephone or e-mail, to set a specific and an alternate time, date, and place to inspect and copy the requested records. **At the inspection, first inventory the documents provided against this list of requested records**. If the document requested is provided circle yes, if not, circle no. Then proceed with your records inspection appointment.

Today's Date: _____, 20____.

DIRECTIONS TO THE BOARD:

THE BOARD OF DIRECTORS OR ITS DESIGNEE OF

_____CONDOMINIUM ASSOCIATION:

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

List of each document to be inspected and/or copied	Was the document provided?	Comments
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

Florida law provides: "The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The records of the association shall be made available to a unit owner within 45 miles of the condominium property or within the county in which the condominium property is located within 10 working days after receipt of written request by the board or its designee." Further, "The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply." SEE: § 718.111(12), Florida Statutes.

Please contact me upon receipt of this request to set a specific and alternate date, time, and place for the inspection and copying of the records.

Name : _____ Unit Number: _____

Telephone Number: _____