

**RESOURCE PROPERTY MANAGEMENT
RECORDS INSPECTION REQUEST**

Association: KEY VISTA VILLAS Date _____

Owners Name(s) _____ Address/Unit # _____

Authorized Representative _____

Tenant Name _____ **Note: Tenant Inspection limited to By-Laws and Rules**

Telephone # _____ Email: _____

As an owner, or authorized representative in the above said Association, you are entitled to review all official records of the Association, with the exception of those files that are specifically excluded by Statute and/or related to Attorney/Client Privileged Information, any document that is currently involved in a law suit or Medical Records. As a tenant, you are entitled to review certain documents, as limited by Statute. Specifically, you may review the By-Laws and Rules and Regulations. Therefore, to assure your request to access is being met, we must ask that you complete the following questions in detail. Once your request is made, we will contact you to advise that all the files you requested are available. At that time we will come to an agreement of a date and time for you to come to our office to review the files you have requested. Reviewing of the files can be done BY APPOINTMENT ONLY. Hours for reviewing are: Monday, (excluding holidays) thru Thursday, between the hours of 10:00 AM to Noon, and 1:00 PM TO 4:00 PM.

During your review of the files, you will be given an area in which to sit and identify pages you would like to have copied. Depending on the number of documents you need copied, we will determine if our staff will be able to make your copies at this time, or if you will have to come back and pick them up. Copies are: twenty-five cents per page (\$.25 p/p) Checks preferred. Cash is not accepted in our offices.

List of the file (s) you wish to review:

1. _____ Rec. _____
2. _____ Rec. _____
3. _____ Rec. _____
4. _____ Rec. _____

() I have listed additional files on the back of this page for review.

Person who pulled the requested files: _____

Person who observed the reviewing of the files: _____

Date to Review: _____ Time: _____

Owner: Arrived at: _____ AM/PM Left: _____ AM/PM

Of copies made: _____ Charge: \$ _____ Paid by: Check # _____

I reviewed all the files requested and provided to me.

Signature of Owner(s)

Date