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**REQUEST FOR OFFICIAL RECORDS  
PER FS 718.111(12)(B)**

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

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**(PLEASE NOTE THAT UP TO 3 PAGES MAY BE MAILED OR E-MAILED. IF ADDITIONAL COPIES ARE REQUESTED, THE DOCUMENTS TO BE COPIED MAY BE VIEWED VIA APPOINTMENT AT SANDCASTLE PROPERTY MANAGEMENT AND COPIES MADE BY THE MANAGEMENT COMPANY AT A COST TO THE REQUESTOR OF 25 CENTS PER PAGE)**

1. \_\_\_\_\_ E-MAIL RECORDS TO: \_\_\_\_\_ OR

2. \_\_\_\_\_ PICK UP RECORDS AND METHOD OF CONTACT PREFERRED:

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. \_\_\_\_\_ MAIL TO \_\_\_\_\_ (YOU WILL BE CHARGED FOR POSTAGE IF YOU HAVE DOCUMENTS MAILED TO YOU OR THE REQUESTED ADDRESS)

REQUEST: \_\_\_\_\_

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**FS718.111 (12)(b)** The official records of the association must be maintained within the state for at least 7 years. **The records of the association shall be made available to a unit owner within 5 working days after receipt of a written request by the board or its designee.** This paragraph may be complied with by having a copy of the official records of the association available for inspection or copying on the condominium property or association property, or the association may offer the option of making the records available to a unit owner electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. The association is not responsible for the use or misuse of the information provided to an association member or his or her authorized representative pursuant to the compliance requirements of this chapter unless the association has an affirmative duty not to disclose such information pursuant to this chapter.

**PLEASE ALLOW THE 5 WORKING DAYS PROVIDED BY THE ABOVE FLORIDA STATUTE. WE WILL CONTACT YOU WHEN THE COPIES ARE READY TO BE PICKED UP. THANK YOU.**

**OFFICE USE ONLY**

COMPLETED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_  
COPY TO UNIT OWNER FILE ON: \_\_\_\_/\_\_\_\_/\_\_\_\_