

Records Request Policy

The following policy is for an official records request from Twin Towers Inc. Florida Statue allows for the condo association to adapt reasonable rules regarding the frequency, time, location, notice and manner of record inspections and copying.

The official records request for records by the owner does not have to give a reason for the request, only what the particular records that an owner is requesting to see. **Example:** Owner wants to see invoices from 1 Jan 2024 through say July 2024, on the enclosed form you would request that, it would say on line 1 invoices from the period 1 Jan 2024 through July 2024. The purpose for the enclosed form is just to save time for the request to be filled in a timely manner.

OFFICIAL RECORD REQUEST FORM

TO: Board of Directors of Twin Towers Condo Association, INC

As an owner and member of Twin Towers of the condo association and pursuant to §718(12)18(c).1, *Florida Statutes*, the undersigned hereby requests to inspect and copy the following official records of the Association.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This written request is made pursuant to §718(12)18(c).1, *Florida Statutes*, and has been sent via email, certified mail, or USPS. Florida law requires that “The official records shall be maintained within the state and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access.” Further, “The failure of an association to provide the records within 10 business days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply.”

Please provide the undersigned with 3 different appointments to review the records requested above. I will call you for the appointment time in the next 10 days. Thank you.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____

Date(s): _____