

Miami Lakes Loch Isle Homeowners' Association, Inc

Request to Access Association Records

Florida law provides: The official records of the association are open to inspection by any association member of 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 community or within the county in which the association is located within 10 business days after receipt by the board or its designee or a written request. Further, the failure of an association to provide records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply. **SEE F.S 720.303 (5)(a).**

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	

Name of Homeowner: _____

Address: _____

Email: _____ Telephone #: _____

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Association Use Only

Received on: _____ By: _____



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Directions to Homeowner: In the space provided on the previous page, enter the date, 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, address, email 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. Once the association has received the request, it may help to facilitate the records access request by contacting the association to set up the appointment. **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.

