

## RECORDS REQUEST FOR

GATEWAY ESTATES PARK CONDOMINIUM ASSOCIATION, INC.  
35250 SW 177<sup>th</sup> Court, Florida City, FL 33034  
Tel: 305/247-8500 Fax: 305/247-8530  
E-mail: gatewaystatesoffice@yahoo.com

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This request to access records of the association and records checklist is designed to facilitate the inspection process.

**DIRECTIONS TO UNIT OWNER:** In the space provided below, 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, unit number, and telephone number at the bottom of the page. Send the original to the association Manager and keep a copy for your use. Delivery of the request to the Manager should be made either by witnessed hand-delivery or certified mail, return-receipt requested. After delivery of the request, the burden is on you (the unit owner) to initiate and make contact with the Manager, either in person, by telephone or e-mail, to set a specific and an alternate time, date, and place to inspect and copy the records. There is a fee of 25 cents per page for copies.

**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\_\_\_\_.

Request to inspect and/or 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	

Name of Unit Owner Requesting Records: \_\_\_\_\_

Unit No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_, inspected and/or received copies of the above-listed documents

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Request For Records: Form available in the Association's office, documents will be available within ten (10) working days after the board or its designee receives the Form per. FS718.111(12)