

## REQUEST FOR ACCESS TO OR COPIES OF OFFICIAL RECORDS

- Official documents consist of materials such as contracts, amendments, insurance policies, a roster of unit owners with their name with local unit addresses, financial records, accounting records and delinquency records.
- All requests for official records must be made in writing and sent to the MBYCC official address (210 Medallion Blvd., Madeira Beach, FL.). It is recommended that a written request be mailed via Certified Return Receipt Requested, or a written request may be handed to the office personnel at the same address during the normal office hours. Please be specific in your description of the official records you wish to access.
- An owner may make one written request per 30-day period.
- There will be a charge of \$ .25 per sheet for copies of official records.
- The office will normally make the records available within 5 business days.
- If a legal opinion is needed, the office will respond within 30 business days.

(Requests for official records may not be made verbally or handed in written form to a Board member)

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## REQUEST FOR COPIES

MBYCC Administration Office will make copies only by written request. Please fill out the requested information below. Please be specific as to the nature of the request.

Rates: Copies of official records: \$ .25 per page; FAX: \$1.00 per page; Copies of Boarding Passes: \$5.00 per page; Copies from the internet other than a Boarding Pass: \$1.00 per page

Type of Request \_\_\_\_\_

Name: \_\_\_\_\_

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

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