

OFFICIAL RECORDS REQUEST TO:

(Name Of Condominium Association and Address as listed at Sunbiz.org)

In light of recent events, this Official Records Request is submitted so that I may become better informed about the safety of our building.

As a Unit Owner and Member of the Condominium Association, or as an authorized representative of such member, and pursuant to Florida Statutes s. 718.111(12), the undersigned hereby requests to inspect and/or copy the following official records of the Association for a period of 20 years preceding the date of the request, unless the statute provides for shorter retention periods for particular records requested:

1. A copy of the plans, permits, warranties, and other items provided by the developer pursuant to s. 718.301(4).
2. A photocopy of the recorded declaration of condominium of each condominium operated by the association and each amendment to each declaration.
3. A photocopy of the recorded bylaws of the association and each amendment to the bylaws.
4. A certified copy of the articles of incorporation of the association, or other documents creating the association, and each amendment thereto.
5. A copy of the current rules of the association.
6. A book or books that contain the minutes of all meetings of the association, the board of administration, and each amendment thereto.
7. A current roster of all unit owners and their mailing addresses, e-mail addresses, unit identifications, voting certifications and, if known, telephone numbers.
8. All current insurance policies of the Association.
9. A current copy of any management agreement, lease, or other contract to which the association is a party or under which the association or the unit owners have an obligation or responsibility.
10. All contracts or bids for work to be performed.
11. All bids for materials, equipment, or services.
12. A copy of the inspection report as described in s. 718.301(4)(p).
13. All other written records of the association not specifically included in the foregoing which are related to the operation of the association, including:
 - a. All maintenance records maintained or obtained by the Association.

- b. All inspection reports from the Municipality or County obtained by the Association.
- c. All communications concerning maintenance or repairs made or obtained by the Association.
- d. All notices of violations issued by the Municipality or County.
- e. All other communications with the Municipality or County.
- f. All inspection reports and/or field surveys provided by structural or electrical engineers or architects, including 40-year recertification reports and all subsequent inspection reports required every 10 years thereafter, if applicable.

Florida Statutes s. 718.111(12)(b) requires that the records shall be made available within 10 working days after receipt of this request and states:

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.

To minimize costs and save time, I prefer to view documents electronically via the Internet, if they are available online. Kindly let me know which documents may be inspected online, and whether any other documents may be provided by email.

Regarding documents that are not available online or by email, please let me know at your earliest convenience when I may inspect or copy such documents on the condominium property or association property.

I look forward to the association's timely response.

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

Email address: _____

Phone Number: _____

Date: _____