



Request for Records

This form is to be utilized to request copies or review documents in the possession of the Crested Butte South Property Owners Association, Inc., subject to the provisions and restrictions of Section 317 of CCIOA.

Records requests shall be subject to reasonable charges for labor and material for copies of records. The cost may vary for records that require extensive assembly, retrieval, or research efforts involving staff time. The POA is not required to compile or synthesize information. Prepayment is required before records are released. Requested records that fall under CCIOA will be produced within 15 business days by hard copy for personal pick-up, mail or electronic mail.

Return completed request to staff@cbsouth.net

Requesting Owner Information (Please print all information)

Name: _____ Date of Request: _____

Company Name(if applicable): _____

Physical and Mailing Address: _____

Email: _____ Telephone number: _____

Record(s) Requested:

Description of and/or specific information being requested:

Requestor's signature: _____

Estimated or Actual Cost:

Item: _____ Quantity: _____ Price: _____

Item: _____ Quantity: _____ Price: _____

Item: _____ Quantity: _____ Price: _____

Research/Retrieval Time: _____ x \$35 after first hour: _____

Total Charge: _____

Prepayment: _____ Date Received: _____

Approved **Denied with Reason:** _____

Summary description of documents provided:

Processed by: _____

<p>Basic Fee Schedule:</p> <p>8 ½ x11 B&W \$.25 per page</p> <p>8 ½ x14 B&W \$.50 per page</p>
