



REQUEST FOR INFORMATION

DATE: _____

NAME: _____

UNIT: _____

PHONE NUMBER: _____

INFORMATION REQUESTED:

Management has 10 Business Days from the date given to Respond for any Record Request.

FINANCIALS:

(Circle one)

P/L _____

BALANCE _____

BUDGET _____

MINUTES _____

ACCOUNT STATEMENTS _____

GREENBOOK (\$10.00) _____

NOTES: _____

I would like for my request to be sent: _____ Email _____ Mail _____ Fax _____ Pick Up in Office

PENDING _____

COMPLETED _____

SIGNED _____