

Rancho Tehama Association
This Institution is an Equal Opportunity Provider and Employer

Information/ Records Request Form

Date: _____

Information/ Records Requested:

Reason for Request:

Requested By: _____

Name (Print)

Signature

Property Address

Phone Number

All request must be sufficiently detailed so there is no confusion over what is being requested from the association. The right to review documents does not give owners the right to demand that documents be created for them. There is a fee to produce, redact, prepare, and reproduce requested items payable prior to receiving the requested documents. Only current recorded members of the association are entitled to receive association records.

Approved By:

Board Member Signature: _____ **Date** _____

Total Fee: \$ _____ **Paid:** _____

Date

Initials