

VIRGINIA CONDOMINIUM ACT
REQUEST FOR DOCUMENTS

Date: _____

Name: _____

Unit#: _____

Per the Virginia Property Owners Act, I am requesting the following documents:

I am a unit owner in good standing and the purpose related to my request is for

and not for pecuniary gain or commercial solicitation.

Specifically, my request is for:

- examination of these document _____
- copies of these documents _____
- not certain; I will know after examination

I understand that this right of examination may be exercised:

- (i) Only during reasonable business hours or at a mutually convenient time and location and
- (ii) Upon five (5) days' written notice reasonably identifying the purpose for the request and the specific books and records of the unit owners' association requested.

Prior to providing copies of any books and records, the unit owners' association may impose and collect a charge, reflecting the reasonable costs of **materials and labor**, not to exceed the actual costs thereof. The Association currently charges .20/page and in some cases will charge for staff labor.

Signed: _____