



Chimney Hill  
Community Association  
Office ( )                      a ( )

mission statement: to provide every resident in the community a clean, safe and desirable place to live  
purpose: to protect and promote the financial value of property

### RECORDS REQUEST FORM

Homeowner's Name: \_\_\_\_\_

Chimney Hill Property Address: \_\_\_\_\_

Homeowner's Phone Number: \_\_\_\_\_

Homeowner's Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Records requested (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

.....  
FOR INTERNAL USE ONLY

Is the account current?

Are there any liens on the property? YES  NO

Estimated Cost of Materials and Labor \$ \_\_\_\_\_

Request for records is rejected for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Copies were provided on \_\_\_\_\_

Documents were provided & inspected on \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_