



Community Association, Inc.

Request for delivery of Association documents

Name of Association: _____

Requestor Information: _____ (Name)

_____ (Address)

_____ (E-mail address, if requesting electronic transmission)

Documents Requested: _____ Year(s): _____

_____ Year(s): _____

_____ Year(s): _____

- Specify delivery method:
- First class mail (Actual postage + handling fee as described below)
 - Electronic transmission (\$30.00/hour, min 1 hour)
 - Personal Delivery (\$50.00)

*Financial statements or minutes prepared within 3 years immediately preceding receipt of a request will be available within 21 days. Financial statements or minutes more than 3 years before receipt of the request will be available within 21 days.

As per the Courts Article 7-202, the following copy charges apply:

I. Copies. 1. General. A clerk shall collect a fee of 50 cents per page for each copy that the clerk or any customer makes. No additional fee shall be charged for a true test copy. A clerk shall collect a fee of \$10 for a copy debit device for customer use in making self-service copies. The clerk shall collect an additional fee of \$2 for each copy request handled by mail.

CA, Inc. shall collect the charge, cost, or fee for a service in accordance with the Courts Article 7-202 Schedule before performing any services. Payments may be made via credit card, check or money order.