

**WATERGATE AT LANDMARK CONDOMINIUM
UNIT OWNERS ASSOCIATION**

Request to Examine and Copy Association Books and Records

Requesting Unit Owner

Unit Owner: _____

Mailing Address: _____

Address in Watergate at Landmark Condominium: _____

(if different than mailing address) _____

Home Phone: _____ Other Phone: _____

Email Address: _____

Nature of Request

Specific Association books and records requested to examine or copy:

Purpose of the request:

Requested date for examination: _____

(The Executive Assistant to the Board of Directors will contact the Unit Owner after receipt of the request to schedule a mutually convenient time for the Unit Owner to examine and copy the requested Association books and records.)

Unit Owner Acknowledgement

My request is for a proper purpose related to membership in the Association and not for pecuniary gain or commercial solicitation.

I understand that the Association may withhold from examination or copying Association books and records that are drafts and not yet incorporated into the Association books and records and Association books and records concerning specific matters provided for in Section 55-79.74:1.C of the Virginia Condominium Act.

I understand that the Association may impose and collect a charge, reflecting reasonable costs of materials and labor, related to my request prior to providing copies of any Association books and records. I have received and reviewed the current cost schedule for such materials and labor.

I hereby certify that the statements made on this form are true and complete to the best of my knowledge, information and belief.

Signature

Date

Printed Name