



## HOA/POA Information Request Form

Date: \_\_\_\_\_

Association Name: \_\_\_\_\_

Property Address / Unit #: \_\_\_\_\_

All requests will be handled in a timely and professional manner

In accordance with SC Non-Profit Corporation Act, Owners may request the following information to inspect and or copy at their own expense. Additional fees for labor may be charged depending on the time needed to research requested documents, etc. Payment must be paid in full prior to receiving requested documents. Please indicate below by marking which of the following documents you are requesting.

\_\_\_\_ Meeting Minutes. Dates requested \_\_\_\_\_

\_\_\_\_ Master Deed & By Laws

\_\_\_\_ Audit

\_\_\_\_ Board of Directors Names and Addresses

\_\_\_\_ Financial Reports. Month requested \_\_\_\_\_

\_\_\_\_ Owner List (addresses Only)

\_\_\_\_ Newsletters. Which copy \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

Requests must be made in good faith & Indicate purpose. Please use back side if needed.

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

Requesters' Signature: \_\_\_\_\_