

**REQUEST FOR CONDOMINIUM DOCUMENTS**

TO: \_\_\_\_\_

The undersigned, being the owner(s) of Unit \_\_\_\_\_ hereby requests a current, complete copy of the **Declaration of Condominium, the Articles of Incorporation, the Bylaws and Rules of the Association, a copy of the most recent year-end financial information and the document entitled “Frequently Asked Questions and Answers”** required under Section 718 of the Florida Statutes, together with any current required application forms. These documents should be delivered to my REALTOR®, \_\_\_\_\_, who is my authorized representative, whose address is \_\_\_\_\_.

I/We understand that the Association may charge its actual costs for preparing and furnishing these documents.

Dated: \_\_\_\_\_ (MM/DD/YY) \_\_\_\_\_ Owner  
\_\_\_\_\_ Owner

**ADDITIONAL INFORMATION**

Purchaser:

Under Section 718.503(2) Florida Statutes, each prospective purchaser who has entered into a contract for the purchase of a condominium unit is entitled, at the Seller’s expense, to a current copy of the Declaration of Condominium, Articles of Incorporation of the Association, Bylaws and Rules of the Association, a copy of the most recent year-end financial information required by s. 718.111 and the document entitled “Frequently Asked Questions and Answers” required by s. 718.504. If the prospective purchaser has not received these documents at least three (3) days, excluding Saturdays, Sundays and legal holidays, before signing the Contract, he or she may void the Contract by delivering written notice of intention to cancel within three (3) days, excluding Saturdays, Sundays and legal holidays after he or she received the required documents. THESE VOIDABILITY RIGHTS MAY NOT BE WAIVED BUT TERMINATE AT CLOSING.

Condominium Association:

Under Section 718.111(12) Florida Statutes, **Condominium Association is required to maintain** an adequate number of copies of the Declaration of Condominium, Articles of Incorporation, Bylaws and Rules, and all amendments to each of the foregoing, a copy of the most recent year-end financial information required by s. 718.111 and the document entitled “Frequently Asked Questions and Answers” required by s. 718.504 on the condominium property to insure their availability to unit owners and prospective purchasers. The Association may charge its actual costs for preparing and furnishing these documents to those requesting same.

The records of the association shall be made available to a unit owner within five (5) working days after receipt by the board or its designee of a written request. The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies, at the expense, if any, of the association member. An Association member who is denied access to official records is entitled to the actual damages or minimum damages for the association’s willful failure to comply. The minimum damages shall be \$50 per calendar day up to ten (10) days, the calculation to begin on the 11<sup>th</sup> working day after receipt of the written request. The failure to permit inspection of the association records as provided herein entitles any person prevailing in an enforcement action to recover reasonable attorney’s fees from the person in control of the records who, directly or indirectly, knowingly denied access to the records for inspection.