

RECORDS REQUEST FORM

Association: _____ Homeowner: _____

Address: _____ Email: _____

Retention and Inspection of Official Records

In compliance with Florida Statutes **720.303(4)** and **718.111(12)**, the Association retains official records for the legally required period. These records will be made available for inspection and copying as per statutory guidelines and in accordance with this Official Records Request Policy. Homeowners may access official documents through the Association’s designated **Homeowner Portal**: <https://grs.cincwebaxis.com>.

Inspection/Document Requests:

Before requesting documents, please acknowledge that you have checked your Homeowner Portal and the GRS website for the requested document(s). **Initial:** _____

To inspect or review records not available on the Portal complete and submit this **Records Request Form** via one of the following methods:

Email: recordsrequest@grsmgt.com

Certified Mail: GRS Community Management, 3900 Woodlake Blvd., Ste. 309, Lake Worth, FL 33463

Important Guidelines:

- Documents will be provided electronically, if a physical copy is required, fees may be applied.
- Document requests will be provided within 10 business days from the receipt of the completed request form.
- Associations may have specific record request policies; if this affects your request, you will be notified.

Records Request:

Please list the documents requested, use one line per record. Requests should be specific and list the date range of the requested document.

Office Checklist

Document Request List

1. _____
2. _____
3. _____
4. _____
5. _____

By signing below, you acknowledge that you understand the procedures for requesting records as outlined above.

Signature: _____

Date: _____

Office Notes: _____