

WRITTEN RESPONSE TO REQUEST FOR CONDOMINIUM ASSOCIATION RECORDS

Name of Association/Condominium Project: _____

Name of Person Requesting Records: _____

Here is the Association's written response to your request for records:¹

Date Written Request Received	Name of person receiving written request	Title & date of record requested (List 1 record only per row)	Date copy of record was given	Date person told in writing that record is available for examination	Date person told in writing that record will not be given & reason record not given	Reason(s) record not provided within 30 days ²	Further explanation if association believes record is not required to be provided	Misc./Other

SIGNATURE and TITLE OF PERSON who prepared this form: _____ Date: _____



*The Regulated Industries Complaints Office (RICO), offers this form as a helpful tool for condominium owners and associations for use in the exchange process. **Use of this form is not mandatory.** For information about what records may be available, RICO advises associations review the applicable laws and rules carefully and consider consulting a private attorney if necessary. For consumers wishing to file a complaint with RICO, call RICO's Consumer Resource Center (CRC) at (808) 587-4272 (4CRC) or visit us online at cca.hawaii.gov/rico.*

¹ The associations should fill in all boxes accurately and/or insert "N/A" if not applicable. Use additional sheets if needed. Keep a copy of this form for your records.

² For example, an association could deny access to a record initially because copying costs & administrative fees have not been paid, requester failed to execute a good faith affidavit (if applicable), the written request is difficult to understand or too broad & the association wrote to the person & asked for more specifics or that the request be narrowed, the records are no longer kept, inability to locate the specific information but the association has advised the person in writing that records will be made available for examination by appointment, etc.