

Gold Ridge Forest Property Owners Association

Document Request Form

Date of Request		
Name	Unit/Lot #	
Gold Ridge Address		
Mailing Address		
City	State	Zip code
Phone number		
<input type="checkbox"/> Mail	<input type="checkbox"/> Pick up	
Document(s) requested:		
Signature		

Per Civil Code § 1365.2 "The association may bill the requesting member for the direct and actual cost of copying and mailing requested documents. The association shall inform the member of the amount of the copying and mailing costs, and the member shall agree to pay those costs, before the copying and sending the requested documents."

"In addition to the direct and actual costs of copying and mailing, the association may bill the requesting member an amount not in excess of ten dollars (\$10) per hour, and not to exceed two hundred dollars (\$200) total per written request, for the time actually and reasonably involved in redacting the enhanced association records as provided in paragraph (2) of subdivision (a). The association shall inform the member of the estimated costs, and the member shall agree to pay those costs, before retrieving the requested documents."

	Estimate	Actual
Number of copies _____ x \$.10 each =	_____	_____
Time _____ x \$10.00/ hour	_____	_____
Postage _____	_____	_____
Total _____	_____	_____
Estimated completion date _____	_____	