



King County Housing Authority

Public Disclosure Request Form

Please print clearly

Date of request

Name

Address (street, apt/suite #, city, state, zip)

Phone # (include area code)

Fax # (include area code)

email

Be as specific as possible of what you are requesting. Include, where applicable, inclusive dates, project names and locations, housing development names, program names and any and all information that will assist staff in timely requests. *Include extra pages as needed.*

KCHA will charge \$.15 per page for copies or scanned documents (plus postage if required). Cash or check only (make check out to "King County Housing Authority"), due before the documents are mailed, faxed or scanned. For large requests (100+ pages), KCHA may require a 10% deposit for anticipated copy/scan costs before processing.

PROHIBITION OF RECORDS FOR COMMERCIAL PURPOSES

I certify that any list(s) of individuals obtained through this request for public records will not be used for any commercial purposes, pursuant to RCW 42.56.070.

Signature of requestor

date

Hand deliver, mail, fax or e-mail to:

Public Information Officer, Attn: Connie Davis
600 Andover Park West
Tukwila, WA 98188
E-mail: publicdisclosurerequest@kcha.org
Fax: 206-574-1104

To be completed by KCHA

Date received _____

Five day response due/sent _____

Notification of records available _____

Request completed _____