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.

There may be charges for copies or scanned documents (plus postage & digital storage devices, if required). Check, money order or cashier’s check only (make out to “KCHA”), 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. Documents not claimed within 15 days of notification by KCHA of availability shall be re-filed.

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/Public Records Officer

Attn: Jill Stanton

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