

# The Acacia Association

111 Cascade Drive, Indian Head Park, Illinois 60525-4496

## REQUEST FOR RECORDS

### OWNER INFORMATION (please print)

Full Name:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

M.I.

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### RECORDS INFORMATION

Reason for Request: \_\_\_\_\_

Please describe in detail the records you are requesting:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I would like to inspect these items: \_\_\_\_\_ Yes \_\_\_\_\_ No

I would like copies of these items: \_\_\_\_\_ Yes \_\_\_\_\_ No

I would like to receive documents electronically: \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature of Applicant

\_\_\_\_\_

**Costs:** Research of records older than 3 years - \$100.00  
\$.10 per side for copying and emailing

**Date Received:** \_\_\_\_\_

**Date Responded:** \_\_\_\_\_