



HOUSING FINANCE COMMISSION

1000 Second Avenue, Suite 2700
Seattle, Washington 98104-1046

REQUEST for PUBLIC RECORDS

The Washington State Housing Finance Commission will make available for inspection and/or photocopying all public records unless exempt from disclosure under section 42.56 of the Revised Code of Washington (RCW).

Charges: There is no charge for viewing documents or files; however, twenty-five cents per page is charged for photocopying.

Hours: Public records are available for inspection and photocopying (excluding legal holidays) Monday through Friday from 9:00 A.M. to noon and from 1:00 P.M. to 4:00 P.M. An appointment is necessary.

The Commission reserves the right to determine that a requested public record is exempt from disclosure under the provisions of RCW § 42.56 . In addition, the Commission reserves the right to delete identifying details when, by making available public records, there could be an invasion of personal privacy protected by RCW § 42.56 .

Please complete the following:

Name: _____

Address: _____

Phone: _____

Email address: _____

Record(s) Requested (Review Photocopy): _____

A money order or check (no cash) for \$.25 per page must be submitted with photocopy requests.

I, (print name) _____, understand and certify that if the above-requested information contains lists of individuals, said information will not be used for commercial purposes.

Signature: _____

Date: _____

For Commission Use Only:

Approved by: _____

Date: _____

Delivered by: _____

Date: _____

Amount received for photocopies: \$ _____ Check # _____ Money Order

Original to: Administration Division Assistant

Cc: Division Director