



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

REQUESTS for PUBLIC RECORDS FORM

Office use only:
DATE
RECEIVED:

Date of Request:	Requester's Name:	Phone Number:
Mailing Address (street/P.O. box, city, state, zip):		Email Address:
		Company Name:

- I want to inspect public records.
- I want copies of public records. I prefer to receive them in the following format (describe):

Note: The Housing Finance Commission may provide records for inspection or copying by giving you a link to a website.

Describe the public records you are requesting. Provide as much detail as possible – this will assist the Commission in searching for records.

I certify in making this request that I will not use any lists of individuals obtained through this Request for Public Records for commercial purposes. I understand charges may apply to records provided in response to my request, and I confirm I will pay for those charges.

Mail, deliver or fax to:
Washington State Housing Finance Commission
Attention: Public Records Officer
1000 Second Avenue, Suite 2700
Seattle, WA 98104
Fax: (206) 587-5113

Email to: askus@wshfc.org
Attention: Public Records Officer

Important: Use **only** this email address.
Emails sent to other agency email addresses are not formal public records requests.

USING THIS FORM. Use this form only for making formal Requests Public Records to the Washington State Housing Commission under the Public Records Act at RCW 42.56. If you seek records from another public agency, contact that public agency. If you seek other information from the Commission that is not a Request for Public Records contact the Commission. While you are not required to use this form, please provide the same information above to the Commission if you otherwise submit a Request for Public Records by letter, fax or email. Completed Request for Public Records forms and other public records requests are open to the public.

WEBSITE. You are strongly urged to view the Commission's website at www.wshfc.org before submitting a formal Request for Public Records. The Commission has posted many records and other information on its website. There is no charge for inspecting records on the website. You can also copy or download records from the website. **CHARGES.** Charges may apply for providing records. See the fee schedule on the Commission's website. **PUBLIC RECORDS OFFICER.** The Commission's Public Records Officer can be reached at:

Telephone: (206) 464-7139; Office Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m., closed on state holidays