

Date Received by Office/Initials: \_\_\_\_\_ / \_\_\_\_\_



# Admirals Walk

5751 Soldier Circle · Sarasota, FL 34233  
(941) 921-4119 Fax (941) 921-4001

## RECORDS REVIEW REQUEST FORM

Date of Request: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Date & Time requested for your review: \_\_\_\_\_

(Must be at least 5 working days after Association office receives this Form)

Description of records to be reviewed (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Completion Confirmation:

The records listed above were available for review. Please indicate any record that was not available for your review.

\_\_\_\_\_  
Signature of Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Admirals Walk Representative

\_\_\_\_\_  
Date

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