

Official records request

A Florida association records request has two halves, and most published forms only build the first one. The owner's half is a written request. The association's half is a dated response that says, record by record, what was produced, what was withheld, and under which statutory exclusion it was withheld. The second half is where the deadline is met or missed, where the rebuttable presumption attaches, and where the \$50 per day exposure begins. This template builds both halves as one document, so the association keeps a single record of what was asked and what it did.

Fill-in fields appear in square brackets. Delete the guidance boxes marked "Builder note" before you circulate the form.

Disclaimer

This is a starting point, not legal advice, and not a substitute for your association's own documents. Your declaration, bylaws, and rules control, and they may require the association to do more than the statute does. Where they are stricter, they govern. Florida statutes change every legislative session, and the citations here were read on 19 August 2026; re-verify them before you publish this form or rely on a number in it. Copy charges in particular differ by chapter, and chapter 718 and chapter 719 state no per-page figure in the statute at all. Have the association's counsel review this document before the board adopts it.

Builder note. Keep this paragraph as the disclaimer of record for this template. It is the text that populates the template's disclaimer field, so edit it here rather than writing a second version somewhere else in the document.

Before you adopt this

Pick the chapter first. The response clock, the fee rules, the tenant's rights, and the response checklist all differ by chapter. Set the selector in Section 0 before you edit anything else. A form that hard-codes one chapter's rule is wrong the first time a different association uses it.

Check your own documents second. Every item below is a floor set by statute. A declaration or a set of bylaws can require the association to do more, and some do. Where your documents are stricter, your documents govern.

Adopt the inspection rule third. All three chapters let the association adopt reasonable written rules about how inspections happen. None of them let the association ask why. If your board has never adopted an inspection rule, this form will invite requests it has no written procedure to handle. Adopt the rule, then publish the form.

Section o. Chapter selector

Mark one. Everything downstream depends on it.

- ☐ **Condominium**, governed by ch. 718, Fla. Stat. Records provisions at § 718.111(12), Fla. Stat.
- ☐ **Homeowners' association**, governed by ch. 720, Fla. Stat. Records provisions at § 720.303(4) and § 720.303(5), Fla. Stat.
- ☐ **Cooperative**, governed by ch. 719, Fla. Stat. Records provisions at § 719.104(2), Fla. Stat.

Builder note. Chapter 718 and ch. 719 count the response window in *working days*. Chapter 720 counts it in *business days*. The minimum-damages figure in all three chapters accrues *per calendar day*, but the count does not start until the eleventh working or business day. Do not collapse these into one number. Section B2 makes the responder write the count out.

Deadlines, fees, and exposure at a glance

Verify each line against the current statute before you circulate this form. The figures below were read from the statute text on the date in the version block at the end of this document.

	Condominium, § 718.111(12)	HOA, § 720.303(4) and (5)	Cooperative, § 719.104(2)
Response window	10 working days after the board or its designee receives a written request	10 business days after the board or its designee receives a written request	10 working days after the board or its designee receives a written request
Where records are made available	Within 45 miles of the condominium property, or within the county where it is located. The distance requirement does not apply to a timeshare condominium.	Within 45 miles of the community, or within the county where the association is located	Within 45 miles of the cooperative property, or within the county where it is located
When the rebuttable presumption of willful failure attaches	On failure to provide the records within the window, § 718.111(12)(c)1.a	On failure to provide access within the window where the written request was submitted by certified mail, return receipt requested, § 720.303(5)(b)	On failure to provide the records within the window, § 719.104(2)(c)
Minimum damages	\$50 per calendar day, up to 10 days,	\$50 per calendar day, up to 10 days,	\$50 per calendar day, up to 10 days,

	Condominium, § 718.111(12)	HOA, § 720.303(4) and (5)	Cooperative, § 719.104(2)
	beginning on the 11th working day after receipt	beginning on the 11th business day after receipt	beginning on the 11th working day after receipt
Attorney fees	A person prevailing in an enforcement action recovers reasonable fees from the person in control of the records who knowingly denied access	Statute provides criminal and civil consequences; check your documents and counsel on fee recovery	A person prevailing in an enforcement action recovers reasonable fees from the person in control of the records who knowingly denied access
May the association ask why	No. Reasonable rules on frequency, time, location, notice, and manner are allowed; a purpose or reason may not be required	No. Same rule, and rules may not limit inspection to less than one 8-hour business day per month	No. Same rule as ch. 718
Copy charges	The member's reasonable expense. Chapter 718 states no per-page figure. Fill in the figure your Division rule and your adopted policy allow.	Up to 25 cents per page on the association's photocopier; personnel cost only if retrieval and copying exceed one-half hour, capped at \$20 per hour, and never for a request producing 25 or fewer pages; outside duplicating at actual cost supported by the vendor invoice	The member's reasonable expense. Chapter 719 states no per-page figure. Fill in the figure your Division rule and your adopted policy allow.
Photographing records with the requester's own device	Permitted in lieu of association-supplied copies. The association may not charge for use of the device.	Permitted in lieu of association-supplied copies. The association may not charge for use of the device.	Permitted in lieu of association-supplied copies. The association may not charge for use of the device.
Written response checklist	Required. The association must simultaneously provide a checklist of records made available and	Not required by statute. This template ships it anyway; see Part B.	Not required by statute. This template ships it anyway; see Part B.

	Condominium, § 718.111(12)	HOA, § 720.303(4) and (5)	Cooperative, § 719.104(2)
	identify records not made available, and keep the checklist 7 years, § 718.111(12)(c)1.b		
Tenant or renter access	Limited to the declaration, the bylaws, the rules, and the inspection reports described in ss. 553.899 and 718.301(4)(p)	Section 720.303 contains no tenant inspection right. A tenant request is not a member request.	Limited to the bylaws, the rules, and the inspection reports described in ss. 553.899 and 719.301(4)(p)

Part A. Owner's written request

A1. Deliver this request to

Association: [Association legal name] **Attention:** [Board designee for records requests, by title] **Address for records requests:** [Street, city, state, ZIP] **Email for records requests:** [Address, if the association accepts email requests] **Management company, if the board has designated one to receive requests:** [Company, contact, address]

Delivery method used. Mark one.

- ☐ Certified mail, return receipt requested. Tracking number: [number]
- ☐ Hand delivery to the person named above. Date and time: [date, time]
- ☐ Email to the address named above
- ☐ Other: [describe]

Builder note, ch. 720 only. Section 720.303(5)(a) obliges the association to make records available within 10 business days after it receives a written request, whatever the delivery method. Section 720.303(5)(b) attaches the rebuttable presumption of willful noncompliance only to a written request submitted by certified mail, return receipt requested. Both statements are true at once. Tell owners plainly: any written request starts the association's obligation, and certified mail is what preserves the presumption if the association misses the date.

A2. Your rights on this request, stated before the questions

Read this before you fill anything in. These are limits on the association, not on you.

1. **You do not have to say why.** The association may not require you to demonstrate a purpose or state a reason for the inspection. See § 718.111(12)(c)1.a, § 719.104(2)(c), and § 720.303(5)(g), Fla. Stat.
2. **You may send someone in your place.** A person you authorize in writing as your representative has the same inspection and copying rights you do. Complete Section A4 if you are sending a representative.
3. **You may photograph the records instead of buying copies.** A smartphone, tablet, or portable scanner may be used to make your own electronic copy, and the association may not charge you for using it.
4. **The association may set reasonable rules, but only about logistics.** Frequency, time, location, notice, and manner are fair subjects for a written rule. In a homeowners' association those rules may also identify the records to be inspected, and they may not cut your access below one 8-hour business day per month.
5. **Some records are closed to you by statute, not by choice.** Section A7 lists them. If the association withholds something on that list, Part B requires it to tell you which exclusion it relied on.
6. **A missed deadline has a price.** If the association does not respond in time, the statute sets minimum damages of \$50 per calendar day for up to 10 days, starting on the eleventh working or business day after receipt.

A3. Requester

Field	Entry
Name	[Full legal name]
Unit, lot, or parcel	[Designation]
Property address in the community	[Address]
Mailing address, if different	[Address]
Phone	[Number]
Email	[Address]
Date of this request	[Date]

Your status. Mark one.

- ☐ Owner of record, member of the association
- ☐ Authorized representative of an owner of record. Attach Section A4.
- ☐ Tenant or renter. Your access is limited by statute; see the last row of the table above. Chapter 720 gives a tenant no inspection right, so a tenant request in a homeowners' association must come through the owner.
- ☐ Other: [describe, and identify the source of the right you are asserting]

A4. Authorization of representative

Complete only if someone other than the owner will inspect or receive the records.

I, [owner name], owner of [unit, lot, or parcel designation], authorize [representative name] to inspect and to make or obtain copies of the official records identified in this request on my behalf.

Owner signature: _____ Date: _____

Representative name: [name] Phone: [number] Email: [address] Relationship to owner: [relationship]

A5. Records requested

List each record separately. A specific list gets a faster and more complete answer than a general one, and it gives both sides something to check the response against. Use the categories in Section A6 to name records the way the statute names them.

#	Record requested	Date or period covered	Notes
1	[Record]	[Period]	[Notes]
2	[Record]	[Period]	[Notes]
3	[Record]	[Period]	[Notes]
4	[Record]	[Period]	[Notes]
5	[Record]	[Period]	[Notes]

Add rows as needed. If you are unsure what a record is called, describe what you are looking for and the date it was created or discussed.

A6. Category prompts, drawn from the statutory record list

These are the categories the statute itself uses. Marking a category does not replace the itemized list in Section A5; it helps the association find what you named.

Governing and organizational - ☐ Recorded declaration and every amendment - ☐ Bylaws and every amendment - ☐ Articles of incorporation and every amendment - ☐ Current rules and regulations - ☐ Developer-provided plans, permits, and warranties - ☐ Disclosure summary, HOA, under § 720.401(1), Fla. Stat.

Meetings and voting - ☐ Minutes of board meetings for [period] - ☐ Minutes of member meetings for [period] - ☐ Minutes of committee meetings for [period] - ☐ Video recording of a meeting held by video conference on [date], condominium only, retained at least 1 year after posting - ☐ Ballots, sign-in sheets, and proxies from the [date] election or vote, retained at least 1 year

Financial - ☐ Itemized receipts and expenditures for [period] - ☐ Bank statements and general ledger for [period], condominium - ☐ Invoices, transaction receipts, or deposit slips substantiating [describe] - ☐

☐ Account ledger and periodic statement for my unit, lot, or parcel - ☐ Annual budget for [year] and any proposed budget - ☐ Audit, review, compilation, or annual financial report for [year] - ☐ Tax returns and financial statements for [year], HOA

Contracts, bids, and insurance - ☐ Management agreement in effect - ☐ Contract with [vendor name], including any amendment - ☐ Bids received for [project], retained at least 1 year after receipt - ☐ Current insurance policies

Building and structural - ☐ Milestone or structural inspection reports under ss. 553.899, condominium and cooperative, retained 15 years after receipt of the report - ☐ Structural integrity reserve study, condominium and cooperative, retained at least 15 years after completion - ☐ Building permits, condominium

Chapter 720 enumerates none of the three. Section 720.303(4)(a), Fla. Stat., does not list milestone or structural inspection reports, a structural integrity reserve study, or building permits, and it contains no 15-year period at all. In a homeowners' association a record of this kind is reached, if at all, as a written record related to the operation of the association, and the retention floor is 7 years unless the governing documents require longer. Ask for it by name in Section A5 rather than relying on a category tick.

Other - ☐ Roster of owners and mailing addresses, subject to the personal-information exclusion in Section A7 - ☐ Current question and answer sheet, condominium and cooperative - ☐ Director educational certificates, condominium - ☐ Other written records related to the operation of the association: [describe]

Builder note. Retention periods are not uniform. In a condominium, the declaration, bylaws, articles, rules, developer items, and minutes are kept permanently from the inception of the association; bids are kept at least 1 year after receipt; structural integrity reserve studies and inspection reports are kept 15 years; and everything else is kept in state at least 7 years. In a homeowners' association the general floor is 7 years unless the governing documents require longer, with bids at 1 year and voting materials at 1 year. In a cooperative the general floor is 7 years in state, with bids and voting materials at 1 year and reserve studies and inspection reports at 15 years. A request for something older than the retention floor is not a violation when the association no longer holds it, but Part B still requires the association to say so.

A7. Records the statute closes, so you know what to expect

The association is not permitted to give you these, and a refusal here is not a refusal to comply.

All three chapters exclude: - Records protected by the lawyer-client privilege, and attorney work product prepared for or in anticipation of litigation or adversarial administrative proceedings, until those proceedings conclude - Information obtained in connection with the approval of a lease, sale, or other transfer - Personnel records of association or management company employees, which does not include written employment agreements or budgetary and financial records showing what an employee is paid - Medical records of owners - Social security numbers, driver license numbers, credit card numbers, email addresses, telephone numbers, facsimile numbers, emergency contact information, addresses other than those given for association notice purposes, and other personal identifying information, excluding name, unit or parcel designation, mailing address, and property address. This one is not a flat closure, and three carve-outs sit inside it. An association that withholds contact information without checking them withholds a record it was required to produce. - **Directory, all three chapters.** The association may print and distribute to owners a directory containing the name, the unit or parcel address, and all

telephone numbers of each owner. An owner may keep his or her telephone numbers out of the directory by asking for that in writing. See § 718.111(12)(c)5.e., § 719.104(2)(c)5., and § 720.303(5)(g)6., Fla. Stat. - **Written consent, all three chapters.** An owner may consent in writing to disclosure of the other contact information this bullet otherwise covers. Information an owner has consented in writing to release is not withheld under this bullet. Same three citations. - **Contact information given for notice purposes, ch. 718 and ch. 719.** An address, email address, or facsimile number the owner gave the association to fulfill the association's notice requirements sits outside the exclusion in both chapters. In a condominium, § 718.111(12)(a)7, Fla. Stat., states it directly: email addresses and facsimile numbers are accessible to unit owners where the owner consented to receive notice by electronic transmission, or expressly indicated that the information may be shared with other unit owners and has not since given the association a request to stop that sharing. Chapter 720's carve-out is narrower and names only the person's name, parcel designation, mailing address, and property address, so in a homeowners' association the directory and the written-consent carve-outs are the openings, not a general notice-purpose exception. - Electronic security measures used to safeguard data, including passwords - The software and operating system used to manipulate data, though the data itself remains an official record - Affirmative acknowledgments under § 718.121(4)(c), § 719.108(3)(b)3., or § 720.3085(3)(c)3., Fla. Stat., as applicable

Homeowners' associations also exclude: information obtained in a gated community in connection with guests' visits to owners or residents, § 720.303(5)(g)3., Fla. Stat.

If a record contains both open and excluded material, the association redacts the excluded material and produces the rest.

A8. How you want to receive the records

Mark all that apply.

- ☐ Inspect in person at the association's designated location
- ☐ Inspect in person and photograph records with my own device, at no charge for the device
- ☐ Paper copies. I agree to pay the association's lawful copy charges as stated in Section A9.
- ☐ Electronic copies delivered to [email address]
- ☐ View in electronic format on a screen and print on request
- ☐ Direct me to the association website or mobile application if the records I asked for are already posted there

Preferred inspection dates and times: [dates and times]

Builder note, ch. 718 only. Where the requested records are posted on the association's website or are downloadable through its mobile application, § 718.111(12)(c)1.a lets the association satisfy this paragraph by directing the requester to the website or application. Keep the checkbox above, because the owner should be able to say in advance that a link is an acceptable answer. Chapter 720 and ch. 719 carry no equivalent provision, so an HOA or a cooperative that answers only with a link is relying on the requester's agreement, not on statute.

A9. Cost acknowledgement

Complete the row for your chapter, then have the requester initial.

Homeowners' association. Copies on the association's photocopier cost up to 25 cents per page. If retrieving and copying takes more than one-half hour, personnel time is billable at up to \$20 per hour, and personnel cost may not be charged at all for a request that produces 25 or fewer pages. Where the association has no photocopier where the records are kept, or the request exceeds 25 pages, an outside duplicating service may be used at actual cost supported by the vendor invoice. See § 720.303(5)(g), Fla. Stat.

Condominium and cooperative. Copies are made at the requester's reasonable expense. Chapter 718 and ch. 719 set no per-page figure in the statute itself. Enter the association's adopted charge here, confirm it against the applicable Division rule and your governing documents before you publish this form, and do not present it as a statutory number: **[charge per page]**.

All chapters. There is no charge for using your own phone, tablet, or scanner to photograph records.

Estimated cost, to be completed by the association before copying begins: \$[amount]

Requester initials accepting the estimate: _____

Builder note. Do not attach a flat "research fee", "administrative fee", or "records request fee" to this form. Chapter 720 itemizes exactly what may be charged and caps it. Chapter 718 and ch. 719 authorize the reasonable expense of copying, not a fee for the privilege of asking. The \$150 figure some forms carry belongs to a different transaction: it is the ceiling on a good-faith response to a prospective purchaser or lienholder under § 718.111(12)(e), § 719.104(2)(d), and § 720.303(5)(h), Fla. Stat., and it does not apply to a member's own records request.

A10. Requester certification

I am the person identified in Section A3. I am requesting inspection of the official records under the section of the Florida Statutes that governs my association. I understand the association may adopt reasonable written rules about the frequency, time, location, notice, and manner of inspection, and that it may not require me to state a purpose or a reason for this request.

Signature: _____ Print name: [name] Date: _____

Part B. Association response and records checklist

Part B is the association's record of what it did. In a condominium it is not optional: § 718.111(12)(c)1.b requires the association to provide a checklist of the records made available and to identify the records that were not made available, to keep that checklist for 7 years, and it gives the association a rebuttable presumption of compliance when it delivers one. Chapter 719 and ch. 720 impose no equivalent requirement, and this template ships the checklist for all three anyway, because a dated response naming every record and every withholding ground is the only evidence the association will have if the request is later challenged.

B1. Receipt log

Field	Entry
Date request received	[Date]
Time received, if hand delivered	[Time]
Received by, name and title	[Name, title]
Method of receipt	[Certified mail, hand delivery, email, other]
Certified mail tracking number, if any	[Number]
Request complete as received	[] Yes [] No, missing: [describe]

B2. Deadline worksheet

Fill this in the day the request arrives, not the day you answer it.

Step	Entry
Chapter that governs this association	[] 718 [] 719 [] 720
Day count used	[] Working days, ch. 718 and 719 [] Business days, ch. 720
Date of receipt, day zero	[Date]
Weekend and holiday dates excluded from the count	[List]
Response due on or before	[Date]
Date the association actually responded	[Date]
First day minimum damages could accrue, the 11th working or business day after receipt	[Date]

Builder note. Two different day types appear in one sentence of the statute and forms get this wrong constantly. The response window and the trigger date are counted in working days, ch. 718 and 719, or business days, ch. 720. The \$50 minimum damages then accrue per calendar day for up to 10 days. So a response that is three business days late can be more than three days of exposure. Print both dates.

B3. Record-by-record disposition

One row per record requested. Every row needs a disposition. Do not leave a row blank, and do not answer a numbered request with a single global sentence.

#	Record requested	Produced	Produced with redactions	Withheld	Does not exist or no longer retained	Directed to website or app, ch. 718
1	[Record]	[]	[]	[]	[]	[]
2	[Record]	[]	[]	[]	[]	[]
3	[Record]	[]	[]	[]	[]	[]
4	[Record]	[]	[]	[]	[]	[]
5	[Record]	[]	[]	[]	[]	[]

B4. Withholding log, required whenever anything is withheld or redacted

A record marked “withheld” or “produced with redactions” in Section B3 must have a row here. Both columns are mandatory. Naming the exclusion without naming the record, or naming the record without naming the exclusion, tells the requester nothing and evidences nothing.

#	Record or portion withheld	Statutory exclusion relied on, cited to the subparagraph	Person who made the determination
1	[Record or portion]	[For example: § 718.111(12)(c)5.d., Fla. Stat., medical records of unit owners]	[Name, title]
2	[Record or portion]	[Citation]	[Name, title]
3	[Record or portion]	[Citation]	[Name, title]

Builder note. This is the block the library exists for. Florida statute closes a defined list of records and closes nothing else. An association that withholds without naming the exclusion has given the requester no way to tell a lawful withholding from an unlawful one, and has given itself no contemporaneous record of the reason. Keep this section non-deletable. If a board removes it, tell the board what it just removed.

B5. Records not produced because they are not held

#	Record requested	Reason	Retention period that applied
1	[Record]	[] Never created [] Retention period	[Period]

#	Record requested	Reason	Retention period that applied
		expired ☐ Lost or destroyed, recovery efforts described below	

If a record was lost, destroyed, or is otherwise unavailable, describe the good-faith effort made to obtain or recover it. In a condominium that duty is explicit in § 718.111(12)(b), Fla. Stat.: the obligation to maintain the official records includes a good-faith obligation to obtain and recover them as far as is reasonably possible.

[Description of recovery effort]

B6. Inspection appointment

Field	Entry
Date offered	[Date]
Time window offered	[Time]
Location	[Address, and confirmation that it sits within 45 miles of the community or inside the county]
Association representative attending	[Name, title]
Photocopier available at that location	☐ Yes ☐ No
Requester may photograph records with own device at no charge	☐ Confirmed
Written inspection rule provided to requester	☐ Yes, rule adopted [date] ☐ Association has no adopted rule

Builder note, ch. 720 only. Where the association has a photocopier where the records are kept, § 720.303(5)(a) requires it to provide copies on request during the inspection if the entire request runs to no more than 25 pages. Where the association has adopted no written inspection rule, it has no rule to enforce; do not improvise a limit at the appointment.

B7. Cost worksheet

Line	Entry
Pages copied on the association's equipment	[Count]
Rate applied per page	\${rate}
Personnel time spent retrieving and copying	[Hours and minutes]

Line	Entry
Personnel time billable, HOA only, only above one-half hour and only where the request produced more than 25 pages	[Hours] at \$[rate up to \$20]
Outside duplicating service used	[] Yes, vendor invoice attached [] No
Outside duplicating actual cost	\$(amount)
Charge for use of the requester's own device	0.00, <i>not chargeable</i> <i>**Total charged</i> [amount]**
Date paid	[Date]

B8. Association response certification

On [date] the association received the written request identified above. This checklist identifies the official records made available for inspection and copying and the official records that were not made available. Where a record was withheld or redacted, the statutory exclusion relied on is stated in Section B4.

Responding person, name and title: [name, title] Signature: _____ Date: _____

Retention of this response. Keep the completed Part B for at least 7 years. In a condominium that period is set by § 718.111(12)(c)1.b, Fla. Stat. In a homeowners' association and a cooperative, treat the completed response as a written record related to the operation of the association and keep it for the general retention period.

B9. Follow-up log

Date	Contact	Subject	Result
[Date]	[Name]	[Subject]	[Result]

What this template deliberately leaves out

Practices that appear on association records-request forms and do not belong on one.

Practice to remove	Why it goes	Authority
A field asking the purpose or reason for the request	The association may adopt reasonable rules on frequency, time, location, notice, and manner, and may not require a	§ 718.111(12)(c)1.a; § 719.104(2)(c); § 720.303(5)(g), Fla. Stat.

Practice to remove	Why it goes	Authority
	member to demonstrate any purpose or state any reason for the inspection	
A flat records-request fee, research fee, or administrative fee	Chapter 720 itemizes and caps what may be charged. Chapter 718 and ch. 719 authorize the reasonable expense of copying. None of the three authorizes a fee for making the request.	§ 720.303(5)(g); § 718.111(12)(c)1.a; § 719.104(2)(c), Fla. Stat.
A charge for the requester photographing records with a phone, tablet, or scanner	All three chapters require the association to allow a portable device in lieu of association-supplied copies and forbid a charge for its use	§ 718.111(12)(c)5.; § 719.104(2)(c); § 720.303(5)(a), Fla. Stat.
Charging personnel time on a small request, HOA	Personnel cost is chargeable only where retrieval and copying exceed one-half hour, is capped at \$20 per hour, and may not be charged at all for a request producing 25 or fewer pages	§ 720.303(5)(g), Fla. Stat.
The \$150 figure presented as a cap on a member's records request	That ceiling belongs to a good-faith response to a prospective purchaser or lienholder, not to a member's inspection right	§ 718.111(12)(e); § 719.104(2)(d); § 720.303(5)(h), Fla. Stat.
A rule that limits inspection to less than one 8-hour business day per month, HOA	The floor is explicit	§ 720.303(5)(g), Fla. Stat.
A blanket denial with no record-level reason	Chapter 718 requires a checklist identifying records not made available. In all three chapters the exclusions are a closed list, and a withholding that names no exclusion cannot be evaluated by the requester or defended by the association.	§ 718.111(12)(c)1.b, and the exclusion lists at § 718.111(12)(c)5., § 719.104(2)(c), § 720.303(5)(g), Fla. Stat.
Requiring the request on the association's own form as a condition of response	The statute conditions the association's obligation on a written request, not on a	§ 718.111(12)(b); § 719.104(2)(b); § 720.303(5)(a), Fla. Stat.

Practice to remove	Why it goes	Authority
	particular form. Offer this form as the convenient route, never as the only one.	
Treating a tenant's request as a member's request	A condominium renter may inspect and copy only the declaration, bylaws, rules, and the inspection reports named in the statute. A cooperative renter may inspect and copy only the bylaws, rules, and those inspection reports. Section 720.303 contains no tenant inspection right at all.	§ 718.111(12)(c)1.a; § 719.104(2)(c); § 720.303, Fla. Stat.
A promise that "records are available on request" with no window stated	The window is 10 working or business days depending on chapter, and a form that does not state it invites the association to miss it	§ 718.111(12)(b); § 719.104(2)(b); § 720.303(5)(a), Fla. Stat.

What this template adds that most published forms omit

1. **A response half.** Most records-request forms are a request and nothing else. The statutory consequences all attach to the response, so the response is the half worth building.
2. **A per-record withholding log with a mandatory citation.** Two columns, both required, no global refusal sentence.
3. **A deadline worksheet that separates working or business days from calendar days.** This is the single most misread pair of numbers in the records provisions.
4. **A chapter selector that repricing and the day count depend on.** A form that hard-codes one chapter's copy charge is wrong the day another chapter's association uses it.
5. **The rights notice printed before the fields, not after.** The prohibition on asking why belongs where the requester sees it before deciding what to write.
6. **A retention prompt on both halves.** The condominium checklist is kept 7 years by statute. Most forms have no retention line at all.
7. **A certified-mail note that separates the obligation from the presumption, HOA.** Any written request starts the 10-business-day obligation. Certified mail with return receipt preserves the presumption. Forms usually state one and not the other.
8. **A recovery-effort field for records the association cannot find.** The good-faith obligation to obtain and recover lost records is in the statute; almost no form asks about it.

Statutory reference table

Verify each citation against the current text before you publish. Statutes change every session.

Citation	What it governs here
§ 718.111(12)(a), Fla. Stat.	The list of condominium official records and their retention periods
§ 718.111(12)(a)7, Fla. Stat.	The owner roster, and the rule that an owner's email address and facsimile number are accessible to unit owners where the owner consented to electronic-transmission notice or expressly agreed the information may be shared
§ 718.111(12)(b), Fla. Stat.	Permanent retention of the governing documents and minutes, 7-year floor for the rest, in-state maintenance, the 45-mile or in-county availability rule, the 10-working-day window, and the good-faith recovery obligation
§ 718.111(12)(c)1.a, Fla. Stat.	Inspection right, authorized representative, renter's limited access, reasonable rules, the bar on requiring a purpose, the rebuttable presumption, minimum damages, attorney fees, and fulfillment by directing to the website or application
§ 718.111(12)(c)1.b, Fla. Stat.	The mandatory response checklist, its 7-year retention, and the presumption of compliance it creates
§ 718.111(12)(c)5., Fla. Stat.	Portable-device right, no charge for the device, and the list of records not accessible to unit owners
§ 718.111(12)(e), Fla. Stat.	The \$150 ceiling on good-faith responses to a prospective purchaser or lienholder, which is not a member's records request
§ 718.111(12)(f), Fla. Stat.	Outgoing board or committee member returns records within 5 days after the election
§ 718.111(12)(g), Fla. Stat.	Website or application posting duty for an association managing a condominium of 25 or more units, and the 30-day posting window

Citation	What it governs here
§ 719.104(2)(a), Fla. Stat.	The list of cooperative official records and their retention periods
§ 719.104(2)(b), Fla. Stat.	In-state 7-year retention, the 45-mile or in-county availability rule, and the 10-working-day window
§ 719.104(2)(c), Fla. Stat.	Inspection right, reasonable rules, the bar on requiring a purpose, the rebuttable presumption, minimum damages, attorney fees, the portable-device right, and the list of records not accessible to members
§ 719.104(2)(d), Fla. Stat.	The \$150 ceiling on good-faith responses to a prospective purchaser or lienholder
§ 720.303(4)(a), Fla. Stat.	The list of HOA official records and the 7-year floor unless the governing documents require longer
§ 720.303(4)(b), Fla. Stat.	Website or application posting duty for an association of 100 or more parcels
§ 720.303(4)(c), Fla. Stat.	The duty to adopt written retention rules and make them available through the website or application
§ 720.303(5)(a), Fla. Stat.	In-state 7-year retention, the 45-mile or in-county availability rule, the 10-business-day window, copies during inspection for requests of 25 or fewer pages, and the portable-device right
§ 720.303(5)(b), Fla. Stat.	The rebuttable presumption, tied to a written request submitted by certified mail, return receipt requested
§ 720.303(5)(c), Fla. Stat.	Minimum damages of \$50 per calendar day up to 10 days, starting on the 11th business day
§ 720.303(5)(g), Fla. Stat.	Reasonable written rules, the bar on requiring a proper purpose, the one 8-hour business day per month floor, the copy and personnel charge schedule, and the list of records not accessible to members
§ 720.303(5)(h), Fla. Stat.	The \$150 ceiling on good-faith responses to a prospective purchaser or lienholder

Citation	What it governs here
§ 720.303(5)(i), Fla. Stat.	Law enforcement subpoena, 5 business days

Before you publish this form

- ☐ Chapter selector set, and every chapter-dependent figure in the document matched to it
- ☐ Copy charge confirmed against the applicable Division rule and the association's adopted policy, and not presented as a statutory figure where the chapter states none
- ☐ Written inspection rule adopted by the board, dated, and available to members
- ☐ Records designee named, with a working address and email
- ☐ Declaration, bylaws, and rules reviewed for any stricter requirement, which governs over the statutory floor
- ☐ Retention schedule confirmed record type by record type, including the 15-year periods for structural integrity reserve studies and inspection reports, which are condominium and cooperative only, and the 1-year periods for bids and voting materials
- ☐ Part B4 left in place and not editable out by a board user
- ☐ Reviewed by the association's counsel

Version and verification. Statutory figures and deadlines in this template were read from the text of § 718.111(12), § 719.104(2), and § 720.303(4) and (5), Fla. Stat., on 19 August 2026. Re-verify after each legislative session before republishing.