



PALOS VERDES HOMES ASSOCIATION

320 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
(310) 373-6721

Member Request to Inspect or Receive Records

Please fill out form completely. All information required.

PVHA will make records available for inspection during office hours for a purpose reasonably related to such person's interest as a member. Board approval will be required for documents requested outside normal operations. Allow 30 days from Board approval for documents requiring approval. In most cases we will be able to accommodate on a drop in basis, however in situations where staffing is limited or research is required an appointment will need to be made. Documents may not be photographed, traced or otherwise duplicated. Records that must be produced, either copies or digital scans will cost 20 cents per page to produce and any associated costs including but not limited to labor and materials.

Requesting Member Information:

Date _____

Name _____

Address _____

Phone _____ Email _____

Property Address _____

Lot _____ Block _____ Tract _____ Plan # _____

Purpose of request _____

Document requested (one document or item per request)

Type _____

Member signature _____ Date _____

Reviewed by (PVHA Staff)* _____

Fee (Due before release): _____ Receipt # _____

*To confirm completeness of document

FOR OFFICE USE ONLY

Date Presented to Board: _____

Tracking No. _____

Board Action: _____

Board Decision: _____