

Exhibit A



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 (\$. 25) per page is charged for copies. There will be a twenty dollar (\$20.00) fee for providing requested items on either a CD-ROM or floppy disk provided by the Commission. If the requested items are to be sent via courier or overnight service such as FedEx, UPS, or U.S. Mail Express Mail, the Commission will require an account number or credit card number to charge.

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 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 redact 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 Copy):

A money order or check (no cash) for \$.25 per page must be submitted with copy 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 copies: \$ Check # Money Order #

Original to: Administration Division
cc: Division Director of requested program