

**VISTA LAKES CDD
PUBLIC RECORDS REQUEST FORM**

**District Manager's Local Office:
610 Sycamore Street, Suite 140, Celebration, FL 34747; phone 407-566-1935; FAX 407-566-4128**

**District Manager's Regional Office:
210 N. University Drive, Suite 800, Coral Springs, FL 33071; phone 954-753-5841; FAX 954-796-0623**

Website: www.vistalakescdd.org

OPTIONAL: You are not required to provide the following information. However, if your request is offsite, we would like to be able to contact you when it is available.

NAME: _____
ADDRESS: _____
CONTACT INFORMATION (phone number, email address): _____

Date: _____
Time: _____

Records you would like to view.	STAFF USE ONLY							
	In onsite file, Y/N	Record Provided, Y/N	In storage, Y/N	Date Retrieved	Record Provided, Y/N	Number of Pages	Copy Requested, Y/N	Charge
1.								
2.								
3.								
4.								
5.								
6.								
7.								

ON SITE INFORMATION includes minutes, resolutions, current year's audit, rules of procedure, offering statement for District bonds, ordinance establishing the District, current financial statements

STORAGE INFORMATION includes detailed accounting records, recorded deeds, vendor contracts, intralocal agreements, personnel files

WEBSITE INFORMATION includes on-site information beginning with fiscal year 2008. Requests can be made for electronic copies via the website for earlier fiscal years.

NOTE: If a photocopy of the document is requested, the following charges will apply.

\$0.25 per page, not to exceed 8.5" x 14"
 actual cost per page if over 8.5" x 14"
 \$1.00 per page for copies of certified records
 free for any electronic copies sent via email