

**HOUSING AUTHORITY OF THE CITY OF TACOMA
REQUEST FOR PUBLIC RECORDS**

Date and Time of Request: _____, 20____ am pm
(month) (day) (year) (time)

Name of Requester/Firm: _____
(please print)

Address: _____

City/State/Zip Code: _____

Telephone: (_____) _____
(area code)

Description of Public Records Requested: _____

Nature of Request: Copies of Records Inspection of Records

The requester hereby agrees to pay a charge of fifteen cents (15¢) per page for any public records photocopied at his or her request. This charge is based on the cost of reproducing on standard sized paper, the per page cost for use of the agency copying equipment, and staff time to copy the requested public records. RCW 42.17.260(7) and (8), and RCW 42.17.300.

If oversized documents, certified copies, copies of audiotapes or any other copies out of the ordinary 8½" x 11" paper are requested, the requester agrees to pay the actual cost of reproduction of the items requested.

If requested copies are mailed or otherwise delivered to the requester, the requester agrees to pay the actual postal or delivery charge together with the cost of any container or envelope used to mail or deliver the public records. RCW 42.17.260(8).

The requester should be aware and is hereby advised that certain provisions of RCW 42.17.260(9) prohibit the use of some types of information obtained from public records for commercial purposes.

The requester should be aware and is hereby advised that for purposes of this request the term "commercial purposes" means that certain information obtained from the public records requested such as lists of individuals be used to facilitate any activity involving communications with persons named in the public records in anticipation of making a profit.

Requester's Signature