

REQUEST FOR COOPERATIVE DOCUMENTS

TO: _____

The undersigned, being the owner(s) of Apartment _____ hereby requests a current, complete copy of **the Articles of Incorporation, the Bylaws and the Rules of the Association, and the Question and Answer Sheet** required under Section 719.504 of the Florida Statutes, together with any current required application forms. These documents should be delivered to my REALTOR®, _____, who is my authorized representative, whose address is _____.

I/We understand that the Association may charge its actual costs for preparing and furnishing these documents.

Dated: _____ (MM/DD/YY) _____ Owner

Owner

ADDITIONAL INFORMATION

Purchaser:

Under Section 719.504 Florida Statutes, each prospective purchaser who has entered into a contract for the purchase of a cooperative apartment is entitled, at the Seller’s expense, to a current copy of the Articles of Incorporation of the Association, Bylaws, and Rules of the Association, and the Question and Answer Sheet. If the prospective purchaser has not received these documents at least three (3) days, excluding Saturdays, Sundays and legal holidays, before signing the Contract, he or she may void the Contract by delivering written notice of intention to cancel within three (3) days, excluding Saturdays, Sundays and legal holidays after he or she received the required documents. **THESE VOIDABILITY RIGHTS MAY NOT BE WAIVED BUT TERMINATE AT CLOSING.**

Cooperative Association:

Under Section 719.504 Florida Statutes, **Cooperative Association is required to maintain** an adequate number of copies of the Articles of Incorporation, By Laws, Rules, the Question and Answer Sheet and all amendments to each of the foregoing provided for in Section 718.504 Florida Statutes on the property to insure their availability to apartment owners and prospective purchasers. The Association may charge its actual costs for preparing and furnishing these documents to those requesting same.

The records of the association shall be made available to a unit owner within five (5) working days after receipt by the board or its designee of a written request. The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies, at the expense, if any, of the association member. An Association member who is denied access to official records is entitled to the actual damages or minimum damages for the association’s willful failure to comply. The minimum damages shall be \$50 per calendar day up to ten (10) days, the calculation to begin on the 11th working day after receipt of the written request. The failure to permit inspection of the association records as provided herein entitles any person prevailing in an enforcement action to recover reasonable attorney’s fees from the person in control of the records who, directly or indirectly, knowingly denied access to the records for inspection.