



Records Request Form

Scott Lake Maintenance Company

2631 114th Way SW

Olympia WA 98512

360 352 4787

www.scottlake.net

office@scottlake.net

Copies provided will be charged at a rate of 15 cents per page*

Reasonable charges for providing access to records may also be imposed

Requestor Name		
Scott Lake Property Address		
Mailing Address		
City	State	Zip Code
Phone Number	Email Address	
Description of requested records: Please provide as many details as possible, including the applicable date/range of requested records. This will assist us in identifying the records responsive to your request.		
Request for: <input type="checkbox"/> Record Examination Appointment <input type="checkbox"/> Pickup Copies <input type="checkbox"/> Email (no cost for email copies)		
Any lists of individuals requested is not to be used for commercial purposes. Scott Lake is not able to release any documents that violate attorney client privilege. By signing below, I certify that I will not use the requested records for commercial purposes in the event that a list of individuals is included in the records provided.		
Date	Name (please print)	Signature

You may submit your request by using any of the following methods:

- Email: office@scottlake.net
- In person or mail to: Scott Lake Maintenance Company – 2631 114th Way SW, Olympia, WA 98512
- Place In dropbox at rear of Community Center