



Laguna Woods Village®

SERVICE RECORDS REQUEST FORM

Date _____

Service records are available to members/owners of United Laguna Hills Mutual and Third Laguna Hills Mutual. A member/owner can only receive service records for their particular manor(s), not for any other manor(s). Further, service records are available also to a member/owner’s authorized designees such as a power of attorney or trustee.

Service records, and any information from them, may not be sold or used for a commercial purpose or any other purpose not reasonably related to a member’s interest as a member. Legal action may be brought against any other person who violates this section for injunctive relief and for actual damages to the mutual housing association caused by the violation.

I request the following records/documents for date(s) from _____ to _____

The records/documents that I request are:

My purpose in asking to inspect/copy the following record is:

I understand that the corporation may request clarification of my request. Such clarification may require dialogue between the managing agent and me, which may impact the date on which my request becomes active.

Please allow 15 business days for processing.

Member/Owner name	Manor address
Mailing address (if different)	
Telephone number	Signature

Mail to Laguna Woods Village Community Center, Attn: Property Services – Service Records Request, 24351 El Toro Road, Laguna Woods, CA 92637

Deliver in person to Laguna Woods Village Community Center, Property Services Department