

**FAIR OAKS RANCH HOMEOWNERS' ASSOCIATION (FORHA)**  
**Public Records Request Form**

7286 Dietz Elkhorn  
Fair Oaks Ranch, TX 78015  
Phone (210) 698-2225  
Email: [hoa@forha.org](mailto:hoa@forha.org)

Requestor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_  
(Please Print) House number and street City State Zip

I understand that:

1. My request is limited to the information in existence at the time and on the day my request is received.
2. FORHA has no duty to answer questions or create documents to respond to a request pursuant to the Texas Property Code, but if I ask a question, FORHA will make a diligent effort to determine whether there is information responsive to my questions in its records and respond.
3. If any information held by FORHA is confidential and/or privileged, it will be excluded from being produced as per the Texas Property Code.

Description of Information Requested:

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Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Written request attached:  Yes  No

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**Charges for Request**

- Cost per page standard size up to 8.5" x 14"    \$.10/ page    x    # Pages \_\_\_\_\_    \$ \_\_\_\_\_
- Oversize Paper    \$.50/page    x    # Pages \_\_\_\_\_    \$ \_\_\_\_\_
  
- CD    \$1.00 each    x    # CDs \_\_\_\_\_    \$ \_\_\_\_\_
- DVD    \$3.00 each    x    # DVDs \_\_\_\_\_    \$ \_\_\_\_\_
- Audio Cassette    \$1.00 each    x    #Cassettes \_\_\_\_\_    \$ \_\_\_\_\_
- Personnel Cost for more than 50 Pages    \$15.00/hr    x    # Hours \_\_\_\_\_    \$ \_\_\_\_\_
- Postage    Actual Cost    \$ \_\_\_\_\_
- Labor Charge for Programmer    \$28.50/ hr    x    # Hours \_\_\_\_\_    \$ \_\_\_\_\_
- Other Cost    Actual Cost    \$ \_\_\_\_\_
- Description: \_\_\_\_\_
- Overhead Charges (20% of Personnel Charges)    \$ \_\_\_\_\_
- Transaction fee -Credit Card or Debit Card    Actual Cost    \$ \_\_\_\_\_

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***For FORHA Use Only***

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Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

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Released by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Charge: \$ \_\_\_\_\_

Paid by Check #: \_\_\_\_\_

Paid by Method Other than Check: \_\_\_\_\_