ALABAMA HOUSING FINANCE AUTHORITY

REQUEST FOR OPEN RECORDS REVIEW

Type of record to be inspected

- ☐ **Records of the AHFA Board of Directors (i.e. meeting minutes)**
- ☐ **General Records of AHFA (other than board records)**
- ☐ **Special Records relating to AHFA's HOME Program or Low Income Housing Tax Credit Program (i.e. applications)**

1. Name of individual who will be inspecting the records

_____ _____ _____
name company phone

_____
address

2. Name(s) of other individuals expected to be present

_____ _____ _____
name company phone

_____ _____ _____
name company phone

_____ _____ _____
name company phone

3. Specific records to be inspected

_____

_____

_____

_____

_____

_____

4. Approximate number of records (pages) requested _____

5. **Reason why the inspection is requested**

_____

_____

_____

_____

6. **Within the time frames outlined in the AHFA Open Records Policy, propose a specific time and date for the inspection**

Date _____ Time _____

Signature _____ **Date** _____