**YOUR INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Records Requested**

**Select a suitable description of yourself and the purpose for the request (*circle one)*:**

1. **An individual seeking information for personal use and not for commercial use. If the subject matter of your request is for yourself, WHA staff may contact you to verify your identity.**
2. **Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.**
3. **Affiliated with a private corporation or law firm and seeking this information for use in the company’s business.**
4. **A representative of the news media and this request is made as a part of news gathering and not for commercial use.**

This request is made under the Freedom of Information Act, which guarantees the public’s access to information in the custody of governmental agencies. I hereby request the following information currently existing at Waco Housing Authority & Affiliates:

*(Provide detailed information about what type(s) of information and/or documents you want to receive).*

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**\_\_\_\_\_\_ I wish to receive copies of the requested information. I understand that I must pay fees for copies in accordance to the HUD Freedom of Information Act Reference Guide. An estimate of the charges will be provided to me in advance.**

**\_\_\_\_\_\_ I will pick up the copies when the information is ready, you can notify me by:**

**\_\_\_\_\_EMAIL \_\_\_\_\_LETTER via postal service**

In making this request, I understand that this information will be released in accordance with the Freedom of Information Act. I further understand that Waco Housing Authority has (10) ten business days to in which to request such a determination and/or comply with this request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Date