



**SEDRO-WOOLLEY  
HOUSING AUTHORITY**

**Public Disclosure  
Request Form**

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Address (street, apt/suite #, city, state, zip)

\_\_\_\_\_  
Phone # (include area code)

\_\_\_\_\_  
Fax # (include area code)

\_\_\_\_\_  
Email Address

**Be as specific as possible about what you are requesting.** Include, where applicable, inclusive dates, project names and locations, housing development names, program names and any and all information that will assist staff in timely response to your request. *Include extra pages as needed.*

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

There may be charges for copies or scanned documents (plus postage & digital storage devices, if required). Check, money order or cashier's check only (make out to "SWHA"), due before the documents are mailed, faxed or scanned. For large requests (100+ pages), KCHA may require a 10% deposit for anticipated copy/scan costs before processing. Documents not claimed within 15 days of notification by SWHA of availability shall be re-filed.

**PROHIBITION OF RECORDS FOR COMMERCIAL PURPOSES**

I certify that any list(s) of individuals obtained through this request for public records will not be used for any commercial purposes, pursuant to RCW 42.56.070.

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Date

**Hand deliver, mail, fax or e-mail to:**  
  
**Public Information\Public Records Officer**  
**Attn: Craig Violante**  
**600 Andover Park West**  
**Tukwila, WA 98188**  
  
**E-mail: [PublicDisclosureRequest@kcha.org](mailto:PublicDisclosureRequest@kcha.org)**  
**Fax: 206-574-1104**

***Business Use Only***  
Date received \_\_\_\_\_  
Five day response due/sent \_\_\_\_\_  
Notification of records available \_\_\_\_\_  
Request completed \_\_\_\_\_