

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**RIGHT-TO-KNOW LAW
OPEN RECORDS REQUEST FORM**

Date Requested: _____

Request Submitted by: e-Mail U.S. Mail FAX in-Person

Name of Requestor: _____

Address: _____

Telephone No. _____ Fax No. _____

E-mail address: _____

Records Requested: (Provide as much specific detail as possible so that HACP can identify the information.)

Do you want copies? YES NO Do you want to inspect the records? YES NO

Do you want certified copies of records: YES NO

Delivery method: Pick-up Fax Mail e-mail

Signature of Requestor: _____

For HACP use only:

Date received by HACP: _____

Agency 5-Day Response Due: _____

Number of Copies _____ Total Cost:\$ _____

Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (9702. Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (§703).