

FOIA REQUEST

Virginia Housing Development Authority
Legal Division Freedom of Information Act Officer
Chris Wickham
601 S. Belvidere Street
Richmond, VA 23220
FOIA@VirginiaHousing.com
ATTN: FOIA Officer

Items marked with an asterisk () are required*

*Name of Requestor: _____

*Street Address: _____

*Today's Date: _____

*Select one (or more) of the following:

- Virginia resident
- Representative of newspaper or magazine with circulation in Virginia
- Representative of radio or television station broadcasting in or into Virginia
- Other (*please explain*): _____

Dear FOIA Officer:

This is a request under the Virginia Freedom of Information Act.

*In accordance with the Virginia Freedom of Information Act (§ 2.2 -3700 et seq.), I request that a copy of the following records be provided to me (identify the documents containing the information as specifically as possible, using more space if necessary):

I would also like to request that all charges for supplying the records I have requested be estimated in advance. I understand that if you determine that the charges are likely to exceed \$200, I may be required to pay a deposit, not to exceed the amount of the estimate, before you proceed with my request.

Additional Comments:

Thank you for your consideration of this request.

Sincerely,

Name: _____

Daytime telephone number: _____

Email address for response: _____

For Internal Use Only

Date request completed: _____

Name: _____

Additional Notes: _____