



To: FOIA Coordinator
Jackson Housing Commission
301 Steward Avenue
Jackson, MI 49201
(517) 787-6143 (fax)

Date of Request: _____

Pursuant to the Michigan Freedom of Information Act, P.A. 442 of 1976, I am requesting the following:

Records requested: The records and documents I am requesting are all those relating to:

Delivery Specifications: Please Check ONE (1).

- Mail to the address below.
Email to the email address below if possible, if file is too large (5 MB or less) mail to address below.
In-Office Inspection: Please contact me with an acceptable contact, time & date when I may appear for inspection.
Pick-Up: Please contact me with an acceptable contact, time & date when I may pick up the documents.

Media Specification: Please Check One (1).

- Paper Copies
Email attachment less than 5 MB

Person Requesting Record:

Name: _____ Phone: (____) _____

Mailing address: _____
Street City State Zip

Email Address: _____

I understand the Jackson Housing Commission (JHC) has five (5) business days to respond to my request, and that the above request is subject to review by the JHC Attorney before it may be released to me. I understand that the JHC may request an extension of ten (10) Business days in which to respond to my request, and hereby agree to allow an extension if such additional time is needed to respond.

I further understand F.O. I. A allows a researching and processing fee and agree to pay any such charges.

Signature: _____ Date: _____

For Department Use Only

Request Received: _____ Date: _____
JHC Employee Initials

ID Verified: _____ Date: _____
JHC Employee Initials

Completed By: _____ Cost: _____ Date: _____