

**JEFFERSON METROPOLITAN HOUSING AUTHORITY
(JMHA)**

Ohio Public Records Request

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
Street Address	
City, State and Zip Code	
Telephone Number	Today's Date
With as much specificity as possible, please describe what records you want to review. Please Print.	

Copies are \$.05 per page if copied by JMHA or the amount charged to JMHA by a commercial reproduction company. Mailing charges are assessed at JMHA cost. There is no charge to inspect records but an appointment must be scheduled in advance by contacting JMHA office at 740-282-0994. Please check your preference below.

- _____ I would like to inspect these records in the building upon appointment
_____ I would like these records copied and I will pick them up when they are ready.
_____ I would like these records copied and mailed to me at the address on this form.

Name of Employee handling Request	Date request completed
-----------------------------------	------------------------