# The Housing authority of the CITY OF CORPUS CHRISTIPUBLIC INFORMATION REQUEST

3701 Ayers, Corpus Christi, TX
Phone: 361-889-3300
E-mail: openrecordsrequest@hacc.org

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| --- | --- | --- | --- | --- | --- |
| Name: |   | Business/Agency: |   | Date: |   |
| Street/Apt: |   | City: |   | State:  |   | Zip:  |   |
| Phone: |   | Facsimile: |   | email: |   |

**Description of Information Requested:** Please describe in detail. Please note that a broad request will incur higher charges required by law. It is to your advantage to clearly state the documents you are seeking as specifically and narrowly as possible. If your request is unclear the Housing Authority will contact you for clarification.

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Requests must be submitted to the Housing Authority via regular mail, fax or email as follows:

|  |  |  |
| --- | --- | --- |
| **Mail:** | **Fax:** | **Email:** |
| Corpus Christi Housing AuthorityAttn: Open Records Officer3701 AyersCorpus Christi, TX 78415 | 361-889-3352 | openrecordsrequest@hacc.org |

I wish to receive the information as follows:

|  |  |
| --- | --- |
|  I wish to inspect: [ ]  Yes [ ]  No |  I wish copies to be made: [ ]  Yes [ ]  No |

The cost per copy is $.10 per page. An hourly labor charge will be imposed for requests of 51 or more pages at the rate of $18.00 per hour, inclusive of overhead at 20%. An itemized statement of estimated charges will be provided for all requests expected to incur a charge greater than $40.00. A bond/deposit may be required if costs are expected to be $100.00 or more. There is no charge when the cost to provide the requested information is $1.00 or less. Other charges may apply as detailed in the Texas Administrative Code.

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 Signature of Requestor Date