



800 Chimney Hill Parkway
Virginia Beach, VA 23462

Office (757) 463-3805 Fax (757) 463-5266

Mission Statement: To provide every resident in Chimney Hill with a clean, enjoyable, and desirable place to live.

Vision: To protect and positively influence property values.

RECORDS REQUEST FORM

Homeowner's Name: _____

Chimney Hill Property Address: _____

Homeowner's Phone Number: _____

Homeowner's Mailing Address: _____

Email: _____

Records requested (please be as specific as possible):

Purpose of Request (please be as specific as possible):

Homeowner's Signature

Date

.....
FOR INTERNAL USE ONLY

Is the account current YES NO

Any open violations on the property YES NO

Estimated Cost of Materials and Labor \$ _____

Request for records approved YES NO

Request for records is rejected for the following reasons:

Copies were provided on _____

Documents were provided & inspected on _____

Homeowner's Signature: _____ Date: _____

Staff Signature: _____ Date: _____