

**INSTRUCTIONS FOR COMPLETION AND FILING OF  
PETITION FOR APPOINTMENT OF AN ELECTION  
MONITOR**

A completed petition and a current roster of unit owners must be filed with this office no later than fourteen (14) days in advance of your election date.

1. Complete the Petition in its entirety. Print plainly and clearly, make sure at least **fifteen (15%) percent** of the voting interests affix their **original signature** to the petition.
2. Owners of more than one unit must sign separately for each unit.
3. Fax the completed petition **and copy of the current roster of unit owners** to this office at (954) 202-3237. Place the originals of each in the mail to this office at the above-listed address. Also, please mail us copies of all election materials received from your association.
4. If the petition is deficient, the unit owner's representative will be notified and you will be afforded five (5) calendar days from receipt of the notice to correct all deficiencies.
5. Upon validation of the petition by this office, an election monitor will be appointed and the board will be notified.
6. Pursuant to Florida law, the association is responsible to pay all costs incurred for the election monitor.

In the event you have any questions, please call this office at (954) 202-3234. Leave your name, telephone number and a brief message. A representative will call you back shortly. Thank you.