

## INSTRUCTIONS FOR FILING THE PETITION FOR APPOINTMENT OF AN ELECTION MONITOR

A completed petition, copy of the first notice of election, and qualified voter list of unit owners must be filed with this office no later than fourteen (14) days prior to the scheduled election.

1. At least fifteen percent (15%) or six (6), whichever number is greater, of the qualified voters affix their original signature, printed name, date, and unit number to the petition. Add additional second pages as needed. Qualified owners of more than one unit must sign separately for each unit.
2. Deliver the completed petition, copy of the first notice of election, and qualified voter list by:  
  
E-mail: [ElectionMonitorPetition@myfloridalicense.com](mailto:ElectionMonitorPetition@myfloridalicense.com)  
  
or  
  
U.S. Mail/Hand Delivery: Office of the Condominium Ombudsman  
1400 West Commercial Blvd., Suite 185J  
Fort Lauderdale, FL 33309-3782
3. If the petition is deficient, the unit owners' representative will be notified and afforded five (5) calendar days from receipt of the notice to correct all deficiencies.
4. Upon appointment of an election monitor, the association's registered agent and petitioners' representative will be notified.
5. Pursuant to Florida law, the association is responsible to pay all fees and costs incurred by the election monitor.

Please direct all questions concerning the election monitor process to:  
Main Telephone (954) 202-3234 or Spanish Line (954) 202-3235  
or visit us online at [www.myfloridalicense.com/Ombudsman](http://www.myfloridalicense.com/Ombudsman)

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
DIVISION OF CONDOMINIUMS, TIMESHARES, AND MOBILE HOMES  
OFFICE OF THE CONDOMINIUM OMBUDSMAN**

1400 West Commercial Boulevard, Suite 185J  
Fort Lauderdale, FL 33309-3782

Telephone 954.202.3234 | Spanish 954.202.3235 | Facsimile 954.202.3237  
[www.myfloridalicense.com/Ombudsman](http://www.myfloridalicense.com/Ombudsman)

**PETITION FOR APPOINTMENT OF ELECTION MONITOR**

This petition is being circulated for the purpose of requesting the Condominium Ombudsman to appoint an election monitor under section 718.5012(9), Florida Statutes, to monitor the next regular election of the condominium association. This form incorporates the procedures contained in rule 61B-23.00215, Florida Administrative Code.

The unit owners who sign below hereby request the appointment of an election monitor, state that they are authorized to cast a vote on behalf of the unit or units identified below, and understand that the association will be required to pay the costs associated with the monitoring process.

Name of Condominium Association: \_\_\_\_\_

Number of total voting interests/units  
in the condominium: \_\_\_\_\_

Election date, time, and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, property manager's name  
telephone number, and email address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



