

**REQUEST FOR IMPROVEMENT APPROVAL**

All improvements on your lot require community management approval prior to starting work.  
Please see your lease and community rules for more information.

Please complete this form and provide additional documents to your community manager. Reviews typically take 3 business days. You are required to obtain permits from the city or county for the work described within 60 days of approval. It is your responsibility to contact the permitting department to determine the permits needed for your project.

Date of Request: \_\_\_\_\_ Community: \_\_\_\_\_

Resident Name: \_\_\_\_\_ Lot#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

When is the work expected to be completed? \_\_\_\_\_

Please briefly describe the improvements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach the following required items to this request:**

- A clear picture or drawing of the improvement you are requesting to make.
- A clear drawing of your lot showing your home and where the improvements sit on the lot with measurements of length, width, and height of the improvements.

**\*\*\*DO NOT START WORK BEFORE OBTAINING APPROVAL AND NECESSARY PERMITS!  
ANY IMPROVEMENT STARTED WILL BE STOPPED AND BE REQUIRED TO BE REMOVED  
AT YOUR EXPENSE. THIS MAY RESULT IN UNNECESSARY EXPENSES, CODE EN-  
FORCEMENT VIOLATIONS/FINES, AND EVICTION.\*\*\*\***

I have provided accurate information regarding the improvements I intend to make and formally request approval by the community management to proceed.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**(STAFF ONLY BELOW THIS LINE)**

Approval Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Approval Signature: \_\_\_\_\_