



EXTERIOR IMPROVEMENT REQUEST

RESIDENT NAME	ADDRESS	PHONE
START DATE	TENTATIVE COMPLETION DATE	

The above name resident requests approval to build, add-on, or otherwise alter his/her manufactured home or its associated structures, or site. Approval by the community manager or governing body, does not waive resident's responsibility to secure any and all permits required by the governing municipality. All exterior paint for homes, sheds, trim, shutters, etc. must be approved and a sample of the color submitted to the office BEFORE PROJECT BEGINS. Project must be submitted with a start and completion time.

Description of Alteration: _____

(Initial)

- _____ I understand Management reserves the right to inspect the alterations described above.
- _____ Resident will obtain any and all municipality permits necessary to construct improvement.
- _____ Site drawing required (use a separate sheet of paper) i.e., decks, sheds, dimensions, must describe materials and contractor if any who will be completing the work with a project start date and completion date.

RESIDENT

RESIDENT

DATE

For office use: _____

- _____ Upon review of the above request, we find that it is within our guidelines and is approved.
- _____ Upon review of the above request, we find that your request is not within our guidelines and is not approved.

NOTES

COMMUNITY MANAGER

DATE