



APPLICATION FOR EXTERIOR ALTERATION/ADDITION

UNITED PROPERTY ASSOCIATES

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www.unitedproperty.org

RE: PROPERTY NAME

RESIDENT NAME

APT. ADDRESS

Gentlemen:

In accordance with my lease, we are requesting approval for the following described alteration(s) and in that connection are enclosing the appropriate documents as indicated below:

Brief description of alteration: [lines for description]

Please indicate in the space provided the date each of the following was submitted:

- Description of items to be used/installed
Timetable (approx. installation date)
Drawing showing the exact location of the alteration to the existing structure
Elevation plan of excavation or change in grading
Photograph(s)
Other (please give brief description)

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I understand that I shall wait for receipt of written approval of this application before beginning the foregoing alteration(s), and that approval of such alteration(s) by the Management Company does not release us of our obligations to ensure that such alteration(s) is in compliance with the applicable Building and Zoning ordinances for the City and the guidelines and restrictions established by the [ ] Apartments.

Sincerely,

Signature of Applicant

Date

PLEASE PRINT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**ARCHITECTURAL REVIEW BY UNITED PROPERTY ASSOCIATES**

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with attached stipulations: **Note Manager is to have resident initial any changes and email final copy of this form to company representative signing below before resident/vendor makes any alterations.**

\_\_\_\_\_ Denied

By:

\_\_\_\_\_

Print Name/Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date