

### Alteration Request Form

Request Date: \_\_\_\_\_

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

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

Alteration Request:

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

Please describe the nature of the alteration and the plan for returning the home to the original condition, prior to vacating the home.

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

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

Resident Name (Please Print): \_\_\_\_\_

Management Signature: \_\_\_\_\_

Management Title: \_\_\_\_\_

Date: \_\_\_\_\_ Request is: Approved / Not Approved (Circle one)

Management Comments:

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

Note: Approved fencing must be removed and holes filled prior to move out. Rooms that were painted must be returned to their original color. Other approved interior alterations must be removed / restored to pre-move in condition or the resident will be charged to remove / restore the alteration that was made according to the lease agreement.