

Home Improvement Request Form

To protect owners rights and values, it is required that any owner or group of owners who are considering improvement to their deeded property, other than landscaping (i.e., add-ons, painting home, roof, etc.) submit a request for approval to the Architectural Control Committee for approval prior to initiating work on planned improvements. If any change is made without approval, the Committee has the right to order the owners to remove the improvement from his/her property.

Be sure to complete this form full detail and attach any diagrams, plans, samples, etc. Return form to:

Community Name: _____

c/o Marshall Management Group, Inc.

PO Box 35720

Houston, TX 77235

Phone: 713.977.6644 Fax: 713.977.6646 Email: ops@mmgihouston.com

- 1) All improvements should be drawn to scale on a copy of a survey, which you received at your closing.
- 2) Include all color and material samples.
- 3) For room additions, storage buildings, patios, patio covers, decks, pools and/or spas, you may need to obtain a construction permit from the City/County within 30 days of the date of approval by the Committee.

Address of Property _____

Owner's Name _____

Tel #1 _____ Tel #2 _____

Email _____

Please describe the proposed improvement. _____

If you are not doing the work yourself, who is the proposed contractor? _____

Location of proposed improvement (Circle all that apply)

Front of Home Back of Home Side of Home Roof of Home Garage

Patio Fence Other _____

Please provide information regarding ALL material to be used for the proposed improvement.

Date work proposed to begin _____ Date work proposed to end _____

Homeowner Signature _____

Date of Application _____

Below is for office use only:

Approved By / Date

Denied By / Date