Fill in your association's details at the top, then save the form.

Name

c/o, street

City, phone

Approval Request Form

In order to maintain the appearance of the community, the Association's governing documents requires improvements, alterations or additions to your property to be approved by your Board of Directors. **This approval is not a building permit nor does it constitute approval from the local Building Department. Please allow two weeks for the Board approval.**

Please review your covenants so that your request is in accordance with the same.

In order to expedite your request, the Board of Directors will need this application properly filled out, a sketch (if applicable) and description of the proposed improvement. The sketch and description should be in triplicate so that an approved copy can be returned for your records. If you have any questions as to what is required, please contact the property management company for clarification. Once you have completed this application return it to the property management for processing.

Unless your improvement can be properly described on this application, we request that you provide a sketch.

Description of Improvement: What, where, materials and colors, size, contractor, dates

You must employ a licensed and fully insured Contractor when making improvements to your property. A certificate of insurance must accompany this form.

Note: Work should be completed within ninety (90) days of preliminary approval. Notify the property management company when work is complete so a final inspection can be scheduled.

Name (Homeowner)

Signature

Address (unit number)

Date

Phone

FOR THE BOARD OF DIRECTORS ONLY

Approved ☐ Not Approved ☐

BOD

Date

BOD

Date

How to fill out the Approval Request Form

Use this form before you change, replace or add anything that the association's documents say needs the board's approval. Please read it all once before you start.

1. Check whether you need approval

Read the rules for your kind of work in your governing documents and the rules and regulations. They are usually on the association's website under Documents.

Not sure? Call the property management company before you hire anyone or buy materials.

2. Describe the improvement

In Description of Improvement, say what you want to do and where: for example, replace the sliding glass door on the balcony, or new tile flooring in the living room and kitchen.

Include the materials, colors, brand or model, the size, the contractor's name, and when work would start and finish. If you need more room, write "see attached" and add a page.

3. Add a sketch, if it helps

If the description alone doesn't show what you'll do, add a simple drawing with measurements, or the product brochure or photo. On paper, hand in three copies of the sketch and description, so an approved copy can be returned to you. If you send it by email, ask the property management company whether one copy is enough.

4. Use a licensed, fully insured contractor

Ask your contractor for a certificate of insurance and attach it. The form can't be processed without it. Ask the management company whether the association should be named on the certificate.

5. Fill in your details and sign

Enter your name, your unit number and address, today's date and a phone number where the board can reach you. Sign the form. Leave the gray For the Board of Directors box empty; the board fills it in.

6. Hand it in

Return the form and everything attached to the property management company. Keep a copy for yourself.

7. Wait for the board

Please allow two weeks. Don't start work until you have the approved copy. Board approval is not a building permit; if the work needs a permit, your contractor still has to get one from the local Building Department.

8. After approval

Finish the work within 90 days of the approval. When it's done, tell the management company so they can schedule a final inspection.

Before you hand it in

- [ ] The form, filled in and signed
- [ ] Description of the improvement (and extra pages, if any)
- [ ] Sketch, brochure or photos, if the description alone isn't enough (three copies on paper)
- [ ] Contractor's certificate of insurance

Filling it in on a phone or computer

Type in the form

Open the PDF in Adobe Acrobat Reader (free), Preview on a Mac, or a web browser such as Chrome or Edge. Press inside a box and type. The description box takes several lines; press Enter for a new line.

Save it

Use Save or Download, not just Print, so your typing is kept. Give the file a name with your unit number, for example Approval request unit 314.pdf.

Sign it

Print the form and sign by hand, or use Fill and Sign in Acrobat Reader or Markup in Preview. Typing your name in the Signature box only counts if the management company accepts it, so ask first.

Prefer paper?

Print the form blank and write in pen. Capital letters are easiest to read.

Where to find this form

On your association's website: sign in, open Documents, then Forms. You can also ask the assistant, for example: "Where is the approval request form?"

Questions about your request

Contact your property management company. Their details are at the top of the form.

Questions about the website: office@associationlobby.com.

For the board: before you share this template

Type your association's name and the management company's address and phone at the top of page 1, and save. Check the wording, the two-week review time and the 90-day completion time against your declaration and rules. If anything doesn't match, email office@associationlobby.com and we'll make a version for you. Then upload it in Documents, Shared with residents, Forms.