



## HOA ACC Request Form

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

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

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

Email: \_\_\_\_\_

Location: \_\_\_\_\_

Project Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Performed By: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Materials to be used (color, type, model etc.):

\_\_\_\_\_

\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Finish Date: \_\_\_\_\_

By signing below owner accepts responsibility for the vendors performing the work, any damages associated with the work and all costs for the requested project upon approval.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

### **Request Process**

All requests must be submitted in writing to Alliance Property Management.

All estimates must be presented to Alliance.

The request will then be presented to the association board.

Once a final decision by the board has been determined, Alliance will contact you.

All work is subject to a completion inspection performed by Alliance.

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