RELIANCE
PROPERTY MANAGEMENT

PROJECT REQUEST FORM

Please fill out all lines, sign at the bottom and submit back to Reliance Property Management.

Name of HOA: _____

Homeowner's Name: _____

Property Address: _____

Phone Number: _____

Email Address: _____

Date Submitted: _____

Estimated Date of Completion: _____

Will the Project be Accomplished by Contractor? _____Yes   _____No

Name and contact information of Contractor (if applicable):_____ _____

Describe the Type of Project: **PLEASE GIVE AS MUCH DETAIL AS POSSIBLE, SUCH AS DIMENSIONS, COLOR SAMPLES/NAME/BRAND, MATERIALS ETC.** *IF adding a new structure such as a fence/shed/etc., please use the attached grid page to draw your home and where you plan to place the structure in relation to your house.*

_____

_____

_____

_____

I understand that under the declaration and the rules and regulations, the HOA committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. No access to the HOA common areas will be granted for any projects without the express written consent of the Board.
7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.
8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I understand and agree that the Homeowner's Association, its Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

Signature: _____

Committee Members Comments:

_____

_____

_____

Committee Approval: _____Yes   _____No   _____ With Conditions Listed Above (or Attached)

Committee Signature: _____   Date: _____

Committee Signature: _____   Date: _____

Phone: 316-395-2165   Email: Cassandra.White@Reliance-Family.com

Please return completed form to Reliance Property Management 1336 S. Seneca St. Wichita, KS 67213