

## NEW TILE/CARPET/CABINET REQUEST

Date:

### CONTACT INFORMATION

Tenant Name:

Physical Address:

Mailing Address:

Phone #:

### LEASE INFORMATION

Size of Residence: (Circle One)    1x1    2x1.5    3x1.5    3x2    4x2    4x2.5

Move In Date:

### MODIFICATION OF RESIDENCE OR BUSINESS

Description:

Reason for Request:

Request is to be completed at who's expense?    (Circle One)     Townsite     Tenant

### TRACKING INFORMATION

Received By:

Date:

Date Sent to Maintenance:

Date:

Townsite Maintenance Department:

APPROVED

DENIED

Townsite Housing Team:

APPROVED

DENIED

To cancel your appointment, Townsite will need to be notified at least 2 Business Days (M-F 8-4) prior to the scheduled appointment. If Townsite is not notified, we are unable to cancel our commitment to the contractor, which results in a minimum cancellation fee of \$500. Tenants who choose not to cancel within this timeframe will be responsible for a **\$150 late cancellation fee to be deducted during the next payroll cycle.**

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**Initial**                      **Date**

Please initial in the above box to verify that you understand and agree to the terms.