

ALTERATION/MODIFICATION 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
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FOR OFFICE USE ONLY- TRACKING INFORMATION

Received By:	Date:	
Date Sent to BlueStake for Evaluation	No Conflict	Conflict
Townsite Maintenance Department:	APPROVED	DENIED
Contacted Tenant	Date:	Left message : Y/N