

Home Improvement Request Form

HOA (Subdivision): _____

Lot #: _____

Name: _____

Address: _____

E-mail: _____

Telephone: Home _____

Work _____

Improvement Completion Date: ____/____/____

Please give a picture and a brief outline of the improvement that you are requesting. Fencing requests must include design, height, spacing and style of pickets. Any on-site build jobs must have design plans submitted, included but not limited to materials to be used. If removing trees please state how many and physically mark them for review. A COPY OF YOUR PLAT INDICATING THE LOCATION OF YOUR PROPOSED HOME IMPROVEMENT MUST BE INCLUDED WITH EACH REQUEST. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Description of Improvement:

This request must be submitted to *Halcyon Real Estate Services, LLC* by fax, e-mail or postal mail. **Architectural review may take up to 30 days.** You will receive an approval or denial in the form of a letter; **do not proceed without written approval.** Should you have any questions or need assistance, please feel free to call (803) 732-9644, fax (803) 732-9625 or e-mail halcyon@halcyonres.com. Our mailing address is 7210 Broad River Road, Suite I, Irmo, SC 29063.

(Signature of Homeowner)

Date: ____/____/____

Office Use Only: Date Received ____/____/____ Date Sent: ____/____/____ Status: A D T
Committee Rep(s): _____
Notes: _____

