

## HOME IMPROVEMENT REQUEST FORM

In order to protect each individual homeowner's property value and privacy, it is required for any homeowner or group of homeowners planning improvements or changes to their deeded property (properties), including landscaping to submit a HOME IMPROVEMENT REQUEST. This request is reviewed by the Architectural Control Committee for your community to ensure compliance with deed restrictions, local statues, and to protect neighboring homeowners. If any change is made that has not been approved, the Committee has the right to ask the homeowner to remove the improvement and/or change from the property. Your samples, photos, brochures, or drawings must be submitted with this application. If not, this request is automatically denied and this application will be returned to you automatically.

**\*\*If requested by tenant, request will not be processed without owner's written approval \*\***

Community Name: \_\_\_\_\_  
 Owner(s)Name: \_\_\_\_\_ If Rental, Tenant(s)Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Telephone/Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

*Note: The association will not be responsible for ensuring compliance with restrictions regarding utility easements, building setbacks, building codes and other restrictions imposed by other local or state governing bodies or companies.*

1. Describe in detail the change or improvement request. (Attach a copy of the plan with any elevation changes.): \_\_\_\_\_  
 \_\_\_\_\_

2. Who will perform the actual work? \_\_\_\_\_

3. The change or improvement will be located where?  
       \_\_\_\_\_ Front of house      \_\_\_\_\_ Roof      \_\_\_\_\_ Side of home  
       \_\_\_\_\_ Patio                      \_\_\_\_\_ Rear of house      \_\_\_\_\_ Other

4. Item                                      Type/Colors

— Paint/Stain\*                      \_\_\_\_\_  
 — Lumber                                      \_\_\_\_\_  
 — Brick    \_\_\_\_\_  
 — Screen    \_\_\_\_\_  
 — Fencing    \_\_\_\_\_  
 — Other    \_\_\_\_\_

\*Attach a color sample from the color chart or a chip of the actual paint or stain. The request will not be processed without proper samples.

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

Homeowner agrees to and will indemnify and hold harmless the Association, its Officers, Directors, Members, Employees, Agents and Deputies from and against any and all liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, for damage to any property, arising out of in connection with the above referenced ACC request, including where such injuries, death or damages are caused by the association's sole negligence or the joint or concurrent negligence of the association and any other person or entity. I agree not to begin property changes or improvements until the ACC informs me of their approval.

\_\_\_\_\_/\_\_\_\_\_  
 Signature of Homeowner                      Date                                      Start/Completion Dates

Please complete and return to: King Property Management  
 720 North Post Oak Rd., Ste 605  
 Houston, Texas 77024 or fax to 713-956-1442 or email to [kpm@kpmtx.com](mailto:kpm@kpmtx.com)

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

NAME _____	DATE _____	APPROVED _____	DISAPPROVED _____
NAME _____	DATE _____	APPROVED _____	DISAPPROVED _____
NAME _____	DATE _____	APPROVED _____	DISAPPROVED _____

COMMENTS: \_\_\_\_\_