

STOCKHOLDER CHANGE REQUEST – GENERAL Date _____

Name _____ Address _____

Phone _____ Email Address _____

I request permission to _____

BE AS SPECIFIC AND DETAILED AS YOU CAN. SUBMIT A DRAWING WITH DETAIL AND DIMENSIONS (EX- What is the width and length of your project. What are the materials that will be used for your project). IF THIS INFORMATION IS NOT PROVIDED THE CHANGE REQUEST WILL BE RETURNED TO YOU.

Work will be done by _____ Self OR _____ Other

If OTHER: Name _____ Company _____

Address _____ Phone _____ Email Address _____

IF OTHER IS A COMPANY THEN A CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION CERTIFICATES MUST BE SUBMITTED WITH THE CHANGE REQUEST

YOU MUST READ, CHECK AND SIGN THE FOLLOWING. IF IT IS NOT THE CHANGE REQUEST WILL BE RETURNED TO YOU.

- I have read and understand the following:
- The reason to complete this request is because certain Rules and Regulations require prior Board of Directors or Manager approval.
- No work can begin until The Homes, Inc. Board of Directors or Manager approval is granted.
- I am responsible for payment for labor and materials, and obtaining any necessary city permits.
- I have six (6) months to complete the project from the date of The Homes, Inc. Board of Directors or Manager approval or I must reapply for project permission for appropriate approval.
- I MUST INFORM THE OFFICE when the project is complete so the Manager can inspect the work.**

Stockholder Signature

Printed Stockholder Name

FOR OFFICE USE

Approved by	_____ Manager	Date _____	_____ Board of Directors	Date _____
Not Approved by	_____ Manager	Date _____	_____ Board of Directors	Date _____

Autotask Workplace/Company Files/FORMS/Stockholder Change Request/2022 SH General Change Request

