

PENN FOREST PLACE WORK ORDER REQUEST FORM



**Hall Associates**  
Commercial REALTORS since 1975

YOUR NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

YOUR PHONE NUMBER: \_\_\_\_\_ YOUR EMAIL ADDRESS: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ IS THIS AN EMERGENCY: \_\_\_\_\_

CIRCLE TYPE OF WORK:     **ARCHITECTURAL**             **LANDSCAPE**             **GENERAL WORK ORDER**

“DETAILED” LOCATION WHERE WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On reverse side of this form, please include a “detailed” plan of desired work.

For Architectural: Please provide a sketch, drawn as much to scale as possible; include dimensions, materials to be installed, colors and any additional information to aid in review/approval process.

For Landscape: Include “detailed” plan of yard/area to be altered and sketch – drawn as much to scale as possible; specify names and sizes of plantings to be installed (plants, flowers, trees). Include brochures, pictures, measurements (width and height, etc.) Landscape modifications to side and rear yards are at the expense of existing homeowners. Maintenance and expense is to pass on to future homeowners.

For General Work Order: Include “detailed” information as to what you desire to have done/repared etc. to your home’s exterior.

Please be very specific and detailed in your description/request. The more information included the faster a decision can be made.

I, the undersigned, understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property. I request the appropriate Committee review and approve my application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To Be Completed By Board of Directors    Approved \_\_\_\_\_    Denied \_\_\_\_\_    Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_