

**REGENCY KEY HOMEOWNERS ASSOCIATION
REQUEST FOR HOME IMPROVEMENT**

In an effort to protect each individual homeowner's rights as well as those of the homeowners collectively, it is a requirement of the Association that any homeowner or group of homeowners, considering improvements or alterations of the appearance of their real property submit a **"REQUEST FOR THE HOME IMPROVEMENT APPROVAL"** to the Board of Directors. This request must be in writing and must be approved in writing **PRIOR** to the commencement of work. Improvements requiring prior approval include, but are not limited to: patio covers, lanais, out buildings and fences.

The Association reserves the right to ask any homeowner to remove any architectural change made without prior approval and/or in violation of the Declaration of Covenants, Conditions and Restrictions. The Association also reserves all rights under the law to enforce said Covenants, Conditions and Restrictions. Please submit the completed request form to: _____

AMERI-TECH PROPERTY MGMT, INC
4014 GUNN HWY, SUITE 243
TAMPA, FL 33618
ATTN: DAVID DRAKE OR
JC ECSTEIN

Property Owners Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Legal Description of Property: _____

Brief Description of Improvement You Propose: _____

Note: A sketch of Proposed Improvements must be included to process your request. Also, please include any pertinent measurements or photos of your request(s) with your submission. YOUR REQUEST WILL BE RETURNED IF THIS INFORMATION IS NOT INCLUDED!

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Who will perform the required work? _____

Location of Improvement (check applicable area):

Front Yard _____ Back Yard _____ Patio _____

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Materials required for improvements:

- _____ Bricks (stepping stones)
- _____ Concrete
- _____ Screen
- _____ Electrical
- _____ Plumbing
- _____ Other

Please describe in detail the improvements to be done:

I understand that the Board of Directors will act on this request as quickly as possible and will contact me in writing regarding their approval or disapproval of this request. I agree not to begin work on improvements until I am notified in writing by the Board of Directors.

Signature

Date

Print Name

Approved

Date

Disapproved

Date