



## HARRIS ROAD CO-OP REQUEST FOR IMPROVEMENT OR CHANGE

Please fully review the Harris Road Co-op Improvements policy, as well as the Co-op Property policy prior to submitting a request to the BoD.

I \_\_\_\_\_ have a request for an improvement to

\_\_\_\_\_ property, located within the Co-op at \_\_\_\_\_  
(my unit, shared, or common) (location of the requested change)

**My request is to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**As per the Improvements policy, I understand I will need to obtain the following permits (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**and hire the following qualified tradesperson(s) (if applicable):** \_\_\_\_\_

\_\_\_\_\_

Before your request will be considered by the Co-op you must fill in each of the sections above, otherwise it may be considered by the BoD to be incomplete.

Finally, you must sign this form, indicating that you understand that the information in this Request Form will remain on file with the Co-op, and that you have thoroughly reviewed the Co-op's policies, particularly the Improvements policy, and the Co-op Property policy

Signature \_\_\_\_\_ Unit number: \_\_\_\_\_ Date \_\_\_\_\_

Please submit your completed request form to the BoD at [Secretary-HRHC@Outlook.com](mailto:Secretary-HRHC@Outlook.com)  
Your request will be discussed at the next BoD meeting.

Harris Road Housing Co-Operative, as managed by New Life  
[Harrisroad@newlifemgt.com](mailto:Harrisroad@newlifemgt.com)