

**ARCHITECTURAL REQUEST FORM**

NAME OF HOA: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTORS NAME & PHONE:  
\_\_\_\_\_

EST. START DATE \_\_\_\_\_ EST. COMPLETE DATE \_\_\_\_\_

DESCRIPTION OF IMPROVEMENTS & MATERIALS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE INCLUDE ANY ADDITIONAL INFORMATION (PERMITS, PLOT PLAN, SURVEY, BROCHURE, ELEVATIONS, PICTURES, ARCHITECTURAL PLANS, ETC...

**Return to:** Theresa Boehling, Association Manager, 901-753-4170 ext. 111  
Keith Collins Company, LLC  
3036 Centre Oak Way  
Germantown, TN 38138  
Fax 901-753-6215  
Email: tboehling@keithcollinsco.com

-----OFFICE USE ONLY-----

Submit date: \_\_\_\_\_ Approval date: \_\_\_\_\_

Approved by (name of board member) \_\_\_\_\_

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