



c/o The Select Group, Inc.  
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Virginia Beach, VA 23454  
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**APPLICATION FOR EXTERIOR MODIFICATION, ALTERATION OR ADDITION**  
*Return completed form to the address or fax number provided above, or by email to the management team listed on our website.*

Unit Owner Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

**DETAILED DESCRIPTION OF REQUESTED ALTERATION:** (Provide ALL dimensions, materials, colors, and any other pertinent data.) **Remember, do not build or install modification without ASC written approval.**

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

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received by Management: \_\_\_\_\_ Date Forwarded to Board: \_\_\_\_\_

\_\_\_\_ Approved as Submitted

\_\_\_\_ Approved subject to the following conditions: \_\_\_\_\_

\_\_\_\_ Denied for the following reason(s): \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_