

Architectural and Landscaping Request Form

COMPLETE THIS FORM AND MAIL OR FAX TO
FERNLEIGH HOA
C/o Wentworth Property Management
P.O. Box 80690
Valley Forge, PA 19484
Voice: 610.650.0600 ext. 1242
Fax: 610.650.0700

Association: _____
Homeowner's Name: _____
Address: _____
Home Phone: _____
Work Phone: _____
Mobile Phone: _____

State as concisely as possible the nature of your request. Include all proposed exterior additions and/or landscaping changes for which you are proposing to make. Cite any architectural guidelines which will be relevant to the Board of Directors' decision. Attach all plans, drawings or pictures for the proposed modification.

Description and Specifications: _____

(Use the other side or attach additional sheets as needed for additional description, drawings, plans or pictures)

All work is to be performed by: _____.

If the work is being performed by a contractor, an insurance certificate for the contractor must be attached to this request. If the homeowner is performing this work, the homeowner must supply an insurance certificate evidencing their homeowners insurance. **If the proper insurance certificate is not attached to this request, it will be returned to you without approval.**

The homeowner is responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request. If approved, this request will be made part of any agreement of sale that I/we enter into for the above unit.

The homeowner is responsible to secure and pay for any commonwealth or local building permits which may be applicable for this request.

Date Submitted

Homeowner's Signature

Date Approved

Authorized Approval Signature