

**MISSION BEND HOMEOWNERS' ASSOCIATION
REQUEST FOR HOME IMPROVEMENT APPROVAL**

In an effort to protect each individual homeowner's rights and property values, it is required by the Deed Restrictions that any homeowner considering improvements to their deeded property must submit a Request for Home Improvement Approval form to the Architectural Control Committee and obtain approval prior to beginning improvements.

Please complete the form below, following the instructions which are attached. Your application will not be reviewed without attaching samples and pictures/drawings of the proposed improvements.

Owner(s) Name: _____ Phone #: _____

Address: _____

Description of Project:

Date Project to Start: _____ Finish: _____

Who will do the actual work? _____

Instructions

1. Please describe intended improvement on the first page of this request, including sketches, etc.
2. You may use a drawing to show location on the lot relative to property lines, main and side streets and an outline of your home.
3. If you are proposing a room addition, patio cover or other modifications to your existing residence, please attach required plans, specifications and plot plan prepared and certified as to the structural integrity by a licensed architect or construction engineer. If this application is for such improvements, minimum construction guidelines for you to follow will be attached.
4. Please also include any other materials (photographs, sales literature, catalog pages, etc.) to help illustrate materials to be used.
5. Please include color samples of your paint color choice.

Return signed form to: **Property Masters, Inc.**
11281 Richmond Ave., J-110
Houston, TX 77082
Phone: 281-556-5111
Fax: 281-556-5192

I understand that the Architectural Control Committee will act on the request as quickly as possible and will contact me regarding its decision. I agree not to begin the proposed improvements until the committee notifies me of their approval.

Signature of Homeowner _____
Date

Date Received: _____

Application _____ **Approved** _____ **Denied** _____

Chairman's Signature

Architectural Control Signatures:	Date	Approved	Denied
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for denial: _____

