

# CAPITAL IMPROVEMENTS ADVANCE APPROVAL REQUEST

## CAMPUS VIEW CONDOMINIUMS

NAME: \_\_\_\_\_  
UNIT NO.: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
DATE: \_\_\_\_\_

IS THIS IMPROVEMENT: NEW \_\_\_\_\_ REPLACEMENT OF EXISTING ITEM \_\_\_\_\_  
If replacement give date, cost and description of item being replaced and estimate the incremental value added (no homeowner installation labor costs can be included): \_\_\_\_\_

DESCRIBE IMPROVEMENT IN DETAIL (Explain why the item is eligible for addition to the price and attach any drawings or other descriptive material - *Project Dimensions Must Be Included With This Capital Improvements Advance Request*):

ESTIMATED TOTAL PROJECT COST (excluding homeowner labor): \* \$ \_\_\_\_\_

ESTIMATED COST REQUESTED TO ADD TO PRICE: \$ \_\_\_\_\_

DATE PROPOSED PROJECT TO BEGIN: \_\_\_\_\_

\*Attach any written estimates, bids or price lists

SUBMITTED BY:

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

PROJECT APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ LIMIT ON UPGRADE VALUE: \$ \_\_\_\_\_

CONDITIONS OF APPROVAL (if any) \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
PEPPERDINE UNIVERSITY

\_\_\_\_\_  
DATE

### INSTRUCTIONS

1. Read carefully the current Capital Improvements Policies & Procedures.
2. Attach legible copies of all estimates (if any). Estimates should include square footage and unit pricing.
3. Submit the **ORIGINAL** of the form and estimates to the Real Estate Operations Office.
4. University will approve and send a copy to the owner. At that time the improvement may be made.
5. After the upgrade is completed, submit the Final Approval Request Form within 6 months of completion. The cost will not be added to the resale price until Capital Improvement Final Request form has been submitted and approved.