

CAPITAL IMPROVEMENTS ADVANCE APPROVAL REQUEST

CAMPUS VIEW II 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.