

PANHELLENIC HOUSE CHAPTER ROOM
IMPROVEMENT REQUEST FORM

DATE OF APPLICATION: _____

CHAPTER NAME: _____

CHAPTER ROOM #: _____

CHAPTER CONTACT: _____

CONTACT TELEPHONE: _____

CONTACT EMAIL: _____

NATURE OF REQUEST (Modifications, Redecorating, Etc.):

PROPOSED SCOPE/DETAILS (Please provide a brief explanation of the work you wish to do to the Chapter Room):

PAINTING NOTES: If painting the Chapter Room, please ensure to use a more neutral color, not an extreme or dark colour (a color sample will need be made available to VAPA for review when available). Choose a gloss that provides a more scrub able surface and select a low odor latex paint. Ensure that all edges are taped prior to painting and also ensure that drop cloths are used to protect the carpet or vinyl floorings.

Each Chapter Room must understand that it will be their responsibility to return the room to its original state should they ever vacate the premises. PLEASE NOTE: FINAL INSPECTION OF THE FINISHED WORK MUST BE ARRANGED WITH THE PROPERTY MANAGEMENT ASAP AFTER THE IMPROVEMENT WORK HAS BEEN COMPLETED.

Approved by: MANAGER: _____ Approved by: VAPA: _____
Additional Requirements Conditional Upon Approval:

Please SCAN & EMAIL TO: damienroussin@dorsetrealty.com and kimschuss@dorsetrealty.com and your request form will be forwarded to the VAPA Board for their review and response. You may FAX this form as well care of DORSET REALTY 604.270.8446. THANK YOU.