

APPENDIX A

HOME IMPROVEMENT REQUEST FORM

FROM: RANK _____ QUARTERS # _____

TELEPHONE (H) _____
(W) _____

NO. OF BEDROOMS: GARDEN ____ TOWN ____

TO: Chief, Housing Division
SUBJECT: Home Improvement/Project Request

1. It is requested I be permitted to perform the following improvement/project at my assigned quarters.

PROVIDE BELOW: LOCATION, PURPOSE, AND SKETCH - USE REVERSE SIDE IF NEEDED

2. I understand and agree I must restore the unit and surrounding grounds to their original state prior to my vacating. My failure to comply may result in a restoration charge to me.

PRIVACY ACT STATEMENT. AUTHORITY: 5 USC 5911 & 5912 PRINCIPAL PURPOSE: TO IDENTIFY RESIDENTS NEEDS FOR ASSISTANCE AND HOUSING REQUIREMENTS. ROUTINE USE: TO INDICATE HOUSING OFFICE ACTION FOR HOME IMPROVEMENTS. DISCLOSURE: VOLUNTARY.

DATE ___ / ___ / ___ SIGNATURE _____

ADMINISTRATIVE USE ONLY _____

APPROVED REMARKS: _____

DISAPPROVED _____

CHIEF, HOUSING DIVISION