**VARIANCE REQUEST**

**PLEASE RETURN COMPLETED FORM TO:** HOMEOWNER:

Realty Performance Group, Inc.

1800 Hudson Avenue, Suite 100 ADDRESS:

Rochester, New York 14617

PHONE: Daytime

PROPERTY: Evening

**TO THE BOARD OF DIRECTORS:**

I REQEUST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY TOWNHOUSE OR TO THE COMMON AREA OF THE COMMUNITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS work. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

REASON FOR VARIANCE REQUEST:

WHO WILL COMPLETE THE WORK? (All contractors must provide RPG a certificate of insurance evidencing appropriate liability and workers compensation insurance):

LENGTH OF GUARNTEE (If applicable):

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION:

DATE SIGNATURE OF PETITOINER

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**BOARD OF DIRECTORS ACTION:** APPROVED DENIED

DATE AUTHORIZED SIGNATURE

COMMENTS:

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY:

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_