

# Alterations to Building or Property Request Form

INFORMATION	
	Today's Date <input type="text"/>
Requesting Organization	<input type="text"/>
House Corp Contact Name	Last <input type="text"/> First <input type="text"/> M.I. <input type="text"/>
House Corp Position	<input type="text"/>
Email	<input type="text"/>
Mobile Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>

DESCRIPTION OF WORK	
Description	<input type="text"/>
Do you have a contractor or vendor lined up to do the project?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
*If yes, please indicate their name and contact information.	
<input type="text"/>	
Will you be including a sketch or drawings?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
*Any sketches or drawings should be emailed or faxed, ATTN: Greek Village RLC, Wisam Berry	
Reason for Request	<input type="text"/>
Anticipated Source of Funds:	<input type="text"/>
House Corporation Signature: _____	Date: _____

FORM SUBMISSION
<p><i>With this request please attach all sketches, drawings, renderings or web site links for new materials in order to assist in the overall review and approval of the project. Please mail, email, or fax to:</i></p> <p style="text-align: center;"><i>Paige Hicks</i> Housing &amp; Residential Education 4202 E. Fowler Ave, RAR 235 Tampa, FL 33620 Greek Village Fax: 813-974-7766 phicks@usf.edu   813-974-8417</p>

OFFICE USE ONLY	
Facilities Maintenance Approval: _____	Date: _____
Department Director Approval: _____	Date: _____
Space Impact Form Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No	