**UNIT VARIATION REQUEST FORM**

|  |  |  |
| --- | --- | --- |
| **Reference number:** |  | |
| **Evergreen Village:** |  | |
| **Resident name:** |  | |
| **Unit number:** |  | |
| **Variation description:** |  | |
| **Suggested contractor:** |  | |
| **Reference to similar request:** |  | |
| **Supporting documents:** | | |
| ☐ Contractors quote | | |
| ☐ Variation specifications (colour, materials, etc.) | | |
| ☐Variation drawing (architect) **OR** ☐Photo / Drawing of affected area | | |
| **Variation request status:** | | |
| ☐ Rejected | | |
| ☐ Accepted, subject to conditions (Copy of Approval to be send to head office) | | |
| ☐Accepted | | |
| **Evergreen Head Office comments:** | | |
|  |  |  |
| Signature Evergreen Head Office: |  | Signature Resident: |
|  |  |  |
| Date: |  | Date: |
| Name: |  | Name: |