**West Campus Point**

**8 Steps to applying for a Capital Improvement**

**Step 1** Read and initial Page 1 - Capital Improvements to Residences.

**Step 2** Read and initial Pages 2 & 3 - Procedure for Review of Applications for Property Improvements & Architectural Changes.

**Step 3** Read BUILDING PERMITS letter from Office of Design & Construction Services.

**Step 4** Complete Page 4 - Application for Property Improvement and/or Architectural Change.

**Step 5** Complete the top portion of Page 5 - Request for Certification of Capital Improvement.

**Step 6** Complete Page 6 - Notification to Neighbors.

**Step 7** Return the following to Faculty Housing:

 - Initialed COPIES of Pages 1 & 3.

 - Page 4, along with all the supporting documentation.

 - Page 5

 - Page 6

 *Once the Faculty Housing Office receives all of the above it will be submitted to the Architectural Review Board (ARB) and the West Campus Point Homeowner’s Association (HOA) for approval. If approved, ARB will issue the Permit for Property Improvement.* ***NOTE:*** *The Permit for Property Improvement will be issued immediately after approval only if the Office of Design & Construction Services does NOT require a building permit.*

**Step 8** Within 90 days, after work is completed, turn in all receipts to Faculty Housing Office.

 *The ARB will issue a Statement of Compliance and complete the Certification of Capital Improvement.*

 *Homeowner will receive a letter from the Faculty Housing Office confirming the capital improvement approval, and the credit received, which will be applied to the Maximum Resale Value (MRV) of the home.*