

To obtain Architectural Board Approval or Board Written Authorization for work performed at a property, please complete this form and email it back with the documentation requested to [info@anclamanagement.com](mailto:info@anclamanagement.com) once reviewed, you will be contacted with any additional requirements per your specific association. Please print additional copies for additional contractors.

Association name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's cell #: \_\_\_\_\_

Owner's email: \_\_\_\_\_

In case of emergency during the project who should be contacted:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Description of the work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the project require building permits: \_\_\_\_\_

Company/individual performing the job: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide copies of the license and insurance information for each company/individual performing the job.