

TRADEWIND

INVESTMENTS & PROPERTY MANAGEMENT

TENANT REQUEST TO MAKE ALTERATIONS TO LEASEHOLD

Date:

Tenant's Name:

Property Address:

Description of Alterations Requested:

Date Alteration to be started:

Date Alteration to be completed:

Who will pay for alterations:

Approximate cost of alterations:

Approved:

Not Approved:

Signature of Owner

Date Signed

Please attach samples of this to any decorative materials to be used (wallpaper, paint, tile, carpet, screen material, etc.) This form is for any changes tenants would like to make on the leasehold. Request will be approved or disapproved and returned to tenant with owner's signature.