

# FOX CHASE VILLAGE RENOVATIONS REQUEST FORM

**RENOVATIONS OR STRUCTURAL ADDITIONS ON FLINTSTONE PROPERTY ARE NOT PERMITTED WITHOUT NOTIFICATION AND APPROVAL FROM FLINTSTONE PROPERTIES – ANYTHING INSTALLED OR BUILT WITHOUT NOTIFICATION OR PERMISSION IS SUBJECT TO REMOVAL AT THE TENANTS EXPENSE.**

To submit a request, please complete this form IN FULL; incomplete requests will be rejected, and returned to the tenant. **IMPORTANT: NOTIFYING THE OFFICE OR SUBMITTING A REQUEST DOES NOT QUALIFY AS APPROVAL TO PROCEED WITH WORK.**

Inquiries, request forms and information should be sent to: [renovations@flintstoneproperties.com](mailto:renovations@flintstoneproperties.com).  
To speak to someone about completing a request, please contact the office: (252) 638-6008.

### Tenant Information

Name of Applicant: \_\_\_\_\_

Property Address (Lot # and Park Name): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred Language (if translation needed): \_\_\_\_\_

### Type of Renovation

- |   |  |
|---|--|
| <input type="checkbox"/> Fence, Deck, Stairs, Shed          | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Patio, Walkway, Driveway           | <input type="checkbox"/> Landscaping       |
| <input type="checkbox"/> Skirting, Siding, Roofing, Windows |  |
| <input type="checkbox"/> Other (please describe): _____     |  |

**NOTE: Car Ports or similar structures are not permitted in this community.**

### Logistics

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

### **Description of Proposed Work:**

Include size/dimensions, and exactly where it will be located on the lot; drawings and pictures of the property and the area **MUST** be provided with the request form submission.

### **Type of Materials being used:**

**Photos & Visuals**

Please be as descriptive as possible and include samples and photos of what you plan to build or install so we can quickly make a decision for you on how to proceed.

**Flintstone Staff Follow up**

Once submitted, your application will be reviewed and you will receive a written response on how to proceed; additional information may be required.

**Utility Considerations (If Applicable)**

**Electrical Upgrades:** Tenants are responsible for ensuring any new appliance or electrical additions do not exceed the capacity of the home's existing panel. Installing items that draw more power than your service allows can result in serious hazards, including fire or damage to your unit and community utility equipment. We strongly recommend consulting a licensed electrician before starting any electrical work.

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**IMPORTANT**

**Do not begin any work until you have received written approval from Flintstone Properties to do so. If any work is done without approval, or if the project changes and is beyond the approved scope of work, a stop work order will be issued and the tenant could be subject to fines and removal at their expense.**

**By submitting this application and proceeding with renovations, the tenant agrees to assume all responsibility for any liability and/or damage to park property. Any costs incurred or repairs required due to damage or negligence during this renovation, will be billed back to the tenant.**

Thank you for your cooperation –  
Flintstone Properties, Fox Chase Village Management

**THIS SECTIONS IS FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Closed: \_\_\_\_\_

Follow up Notes to Property Management Staff:

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- Insert Notes:

**GENERAL**

- Before work is completed, the tenant must produce a valid permit for work being done, or proof from the Village that a permit is not required.
- All work must be checked and approved upon completion by Park Staff to close the request.
- Please review the process for park renovations and follow up with additional information and inspections as required.