

Application & Checklist for Lease Committee Agenda Item

Leaseholder Name: _____

Lease Number: _____

Address: _____ Email _____

Will the project be visible from the road? _____

Project Description:

Please submit a detailed description of the project to the Lease Committee. The description must include:

- ☐ scope of the project
- ☐ location noted on survey (Contact Lease Office for a copy of your survey)
- ☐ example pictures – picture of the current home and example of proposed project
- ☐ dimensions
- ☐ materials – please include a picture and/or a link
- ☐ colors – please include a link to the color sample
- ☐ proposed contractor (if applicable) – *The University recommends that leaseholders hire contractors who comply with the state of Tennessee's laws for licensing and insurance. It is the leaseholder's responsibility to confirm that a contractor meets the state of Tennessee's requirements. The University assumes no responsibility or liability for the work performed on leasehold property.*

Will any trees be removed? If so, please submit a tree protection plan/site plan. Contact the Lease Office for more information or to request an example. Tree removal will require approval by the Lease Office.

Summary of proposal:

Date Submitted: