

Application & Checklist for Lease Committee Agenda Item

Leaseholder Name: \_\_\_\_\_

Lease Number: \_\_\_\_\_

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

Will the project be visible from the road? \_\_\_\_\_

<b>Project Description:</b>	
Please submit a detailed description of the project to the Lease Committee. The description must include:	
<input type="checkbox"/> scope of the project <input type="checkbox"/> location noted on survey (Contact Lease Office for a copy of your survey) <input type="checkbox"/> example pictures – picture of the current home and example of proposed project <input type="checkbox"/> dimensions <input type="checkbox"/> materials – please include a picture or a link <input type="checkbox"/> colors – please include a link to the color sample <input type="checkbox"/> 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 need to be removed? If so, contact the Lease Office once you have marked the trees that will need to be removed.	
Misc. Notes:	
Date Submitted:	

