**Home Improvement Request Form**

**Subdivision:**

**Property Address:**

**Name:**

**Phone Number:**

**Email Address:**

**Description of Improvement Project:**

**Please attach a copy of your plat indicating the location of your proposed home improvement. Also, please include any pictures, drawings, etc.**

**Mail completed application to:**

**Prime Financial Services  
4001 Rosewood Drive  
Columbia, SC 29205**

**This request will be reviewed by the Architectural Review Board for your neighborhood and can take up to 30 days to process your application. Please contact our office at (803) 790-0093 if you have any questions in this regard.**

Office Use Only:  
Date Received: Notes: