

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

*You must be an **owner** to request non-routine Landscape requests.*

Address _____

Today's Date _____

Resident's Name _____

Telephone Number _____

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

- ☐ Tree Removal
 ☐ Off-Schedule Tree Trimming
 ☐ Plant Replacement
☐ Other (explain): _____

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

- ☐ Structural Damage
 ☐ Sewer Damage
 ☐ Overgrown
 ☐ Poor Condition
☐ Other (explain): _____

GUIDELINES:

- **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.
- **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- **Litter and Debris:** Because all trees shed litter seasonally, this is not an adequate reason to justify removal.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- **View Obstruction:** Trees will not be off-schedule trimmed or removed due to view obstruction.

By signing below, you acknowledge that your request meets the established conditions.

Initial here: _____

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). **Required to attach pictures, plant preference, and designs.**

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature _____

Owner's Name _____

OFFICE USE ONLY

MOVE IN DATE: _____ WC 530 ____ 540 ____ 570 ____

LAST PRUNED: _____ NEXT PRUNE: _____ TREE ID# _____

TREE VALUE: \$ _____ TREE REMOVAL COST: \$ _____

OFF-SCHEDULE TRIM COST: \$ _____

TREE SPECIES: _____

COMMENTS _____
