



TENANT ALTERATION REQUEST

American West Realty permits the undersigned TENANT to make the following alterations:

1. TENANT requests permission to make alterations to the following property:

2. TENANT requests the following alteration (enter detailed description):

3. TENANT will accomplish the work using the following materials and procedures:

4. TENANT shall use licensed and insured contractors, will ensure all work meets local code, and is done in a professional manner.

5. The alterations carried out by TENANT *[select one]*:

- Shall become Landlord's property and are not to be removed by TENANT; or
- Shall be considered TENANT property and may be removed by TENANT at any time. Property shall be returned to its original condition prior to lease termination.

6. Landlord shall reimburse TENANT for the costs checked below:

- Cost of materials listed in Paragraph 3, not to exceed \$_____
- Labor costs at a rate of \$_____ per hour
- Total project cost not to exceed \$_____

7. TENANT agrees to complete the work within the following time period:

Start date: _____ Completion date: _____

8. Reimbursement shall take place only after a thorough inspection by Landlord and/or his Agent. Once approved, payment shall be made within 15 calendar days.

9. Tenant agrees to pay a \$50 Administrative Fee to American West Realty for the coordination, supervision, and approval of this work.

Signed this ____ day of _____, _____.

Tenant _____

Manager _____

Tenant _____