

Creating Architectural Request Forms

help.hoalife.com/article/pbdi1ah2zt-creating-application-templates

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Architectural Request Forms are a way to define the information required by your association for a property owner to successfully submit an Architectural Request.

These forms can be a single free-form "general form" input or very structured. You can define as many Architectural Request Forms as you'd like, such as one for each specific request type.

Let's create one!

1. Access the forms by clicking on the Architectural Requests Forms menu item under the association name.

Demobrook HOA ▾ Assets ▾ Properties ▾ Inspections

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Boise Concrete Sawing Company

Escalated Violations Filter Summary

6059 N Hazelbrook Lane Article - Fences: Unapproved fence Age: 2 months

Architectural Requests Filter

Submitted 6076 N Hazelbrook Lane: Replace Fence Age: 3 days

409 INSPECTIONS

708 VIOLATIONS

20 PROPERTIES

06:14:48 AVG. INSPECTION TIME

Violations Over Time

Top Violations By Category

Recent Violations

VLT-3792 ARTICLE - BOATS, CAMPERS AND OTHER 1st Occurrence

1. From here, you can add a new for or view, edit, or destroy existing forms.

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Architectural Request Forms

[+ Add Request Form](#)

General

1. Change description
2. Estimated Start and Completion
3. Files

[View](#) [Edit](#) [Destroy](#)

Replace Fence

1. Location
2. Copy of installer's liability insurance policy
3. Replacement material
4. Start and Completion Dates
5. Installer's contact information

[View](#) [Edit](#) [Destroy](#)

New Roof

1. Selected Shingle

[View](#) [Edit](#) [Destroy](#)

1. Name your form, add a description and any desired fields. The amount of detail and precision you require for your Architectural Requests is up to you. Attach your published architectural guidelines, color pallets, etc. directly to the request form to remove ambiguity for the property owner. Fields can be required or optional.

Add Architectural Request Form

Name
Paint: home exterior

Description
[Rich text editor toolbar: Bold, Italic, Underline, Link, Text color, Background color, Bulleted list, Numbered list, Decrease indent, Increase indent, Attach file, Undo, Redo]

Title
Paint color

Description
[Rich text editor toolbar: Bold, Italic, Underline, Link, Text color, Background color, Bulleted list, Numbered list, Decrease indent, Increase indent, Attach file, Undo, Redo]

Input type

- Rich text
- Plain text
- Dropdown
- Radio
- Checkbox
- File upload
- Date
- Date range

Make this field optional

Remove this Form Field

[+ Add Form Field](#)

Cancel [Create Request Form](#)

1. Preview your forms for accuracy and completeness.

Replace Fence

Architectural Request Form Preview

Replace Fence

Architectural Request Form

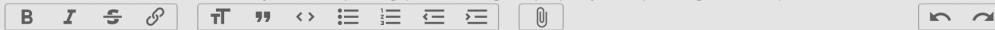
Use this request form to request approval for replacement of fencing on your property.

You, the property owner, acknowledge:

1. Changes undertaken on prior to approval is NOT ALLOWED
2. Some changes may require County Permits and will acquire needed permits prior to making the described changes.
3. Members of the Architectural Review Committee and/or the Board of Directors are permitted to enter upon their property for the purpose of inspecting the progress/completion of the project and such entry does not constitute a trespass.


Location

Describe the location of the fence you'll be replacing (ie North edge of property line up to large oak tree).



Copy of installer's liability insurance policy

Please attach a picture or PDF of the installer's liability insurance policy


Drag files here or click to upload

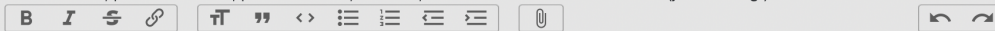
Replacement material

Which of the approved fencing materials do you plan on using?

- Vinyl (White)
- Vinyl (Off-White)
- Post and Rail
- Chain Link
- other
- Other

Installer's contact information

Include name, point of contact, phone number, address, and SSN of their first born child (just kidding!)



Need more help? Drop into one of our weekly [Live Support Sessions!](#)

How did we do?

[Architectural Requests Overview](#)