

**MILITARY FAMILY HOUSING NEW CONSTRUCTION/ALTERATION REQUEST**

Quarters #: \_\_\_\_\_

Date: \_\_\_\_\_

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

Rank (Grade): \_\_\_\_\_

Phone # (work): \_\_\_\_\_

Home phone: \_\_\_\_\_

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

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: FAMILY HOUSING (FH) MANAGER

1. I request permission to accomplish the attached construction/alteration to my assigned quarters. (Enclose drawing/Plans, if applicable)
2. Upon completion, I agree to an inspection by a Housing representative.
3. On vacating quarters or at the request of the FH Manager, I will restore my quarters to their original condition.
4. If I fail to comply with the above, Family Housing has permission to restore my quarters and charge me the costs involved. In the event I fail to pay for restoration costs, I understand Family Housing will place a pay checkage against my pay for the restoration cost.

\_\_\_\_\_  
(SERVICE MEMBER'S SIGNATURE)

DATE: \_\_\_\_\_  
INSPECTOR'S COMMENTS:

\_\_\_\_\_  
HOUSING INSPECTOR'S SIGNATURE

DATE: \_\_\_\_\_  
AUTHORIZATION REQUEST

APPROVED/DISAPPROVED

\_\_\_\_\_  
FAMILY HOUSING REPRESENTATIVE