



Material Change Request Form

This form is to be utilized if a deviation occurs from what is approved in the original application such as, the number of units, the population served, modification to services being provided to residents, a design change, or change to the financial sources/uses on the project. **Written approval by the Housing Department is required before any material change takes place. Please email this form to your assigned Project Manager or to the Housing Manager.**

Project Information:

Project Name:	
Project Address:	
Owner Name:	

Proposed Change:

Description of Change:	
How is change different from original application submission:	
Justification of Change (include supporting documentation):	

If more space is needed please provide on additional page

OWNER SIGNATURE: _____

DATE: _____

TO BE COMPLETED BY THE HOUSING DEPARTMENT

Date Request Received: _____

Reviewed By: _____

Approved By: _____