

Capital Improvement / Project Authorization

Form OF-03

Use this form to authorize projects that exceed the maintenance approval threshold in your Property Management Agreement.

OWNER & PROPERTY INFORMATION

Owner Name

Property Address

PROJECT DETAILS

Project Description

Vendor / Contractor

ESTIMATED COST

CONTINGENCY ALLOWANCE (%)

ESTIMATED START DATE

ESTIMATED COMPLETION DATE

Funding Source

Owner Reserve Funds

Next Distribution

Owner-Provided Funds

Owner Authorization: I authorize Southern Oak Property Management to proceed with the project described above, subject to the terms of the Property Management Agreement, and understand that costs exceeding the estimate above by more than the contingency allowance will require my separate approval.

Owner Signature

Date Signed