



EXCEPTION TO POLICY REQUEST

In the event that a Resident wishes to ask for an exception to policy, the Resident will follow the procedure as outlined below:

1. Residents should bring requests or concerns to the attention of the local management office and speak with the Community Manager.
 - If the resident feels that the issue has not been adequately resolved and feels that there are special circumstances that would warrant an exception to policy, the resident may submit a written request to be reviewed by the Exception to Policy Committee for final resolution. The committee consists of the following personnel: Army RCI Director, Clark Realty Project Executive, Director of Property Management and, if necessary, a Command Representative.
2. The resident should complete this form and attach supporting documentation, if applicable. All written submissions should contain only factual information and should be limited to a single page. The request should be submitted to the Community Manager or faxed to (706) 689-8158. A written notification of the final decision of the Committee will be provided to the resident.

Residents Name: _____

Address: _____

Contact Number: _____

Brief Description of Request (use additional sheet if necessary)

Resident Signature: _____

Date written Request Submitted: _____

MANAGEMENT OFFICE USE ONLY	
Decision (circle one): Approved / Denied	Decision Date:
Comments/Conditions:	

REVISED 3/1/2016