



## Roof Access Request Form

This form is required for any service provider who needs to gain access to the roof above The Lofts Apartments. Please submit the completed form at least **48 hours** prior to the date the service is performed. If service is scheduled for a Monday, this form must be submitted no later than the prior Thursday at noon. Approval will be granted by the West 7th Property Management office but access will be provided and coordinated by The Lofts Management.

A current Certificate of Insurance is required for all service providers who perform services at West 7<sup>th</sup>. Please see the attached requirements and submit a copy of the certificate with this form.

**ACCESS WILL NOT BE GRANTED IF THIS FORM HAS NOT BEEN RECEIVED AND APPROVED IN ACCORDANCE TO THE ABOVE REFERENCED REQUIREMENTS.**

Retail Tenant: \_\_\_\_\_

Service Provider: \_\_\_\_\_

Service Provider Phone Number: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Areas of Access Requested: \_\_\_\_\_

Date of Service Appointment: \_\_\_\_\_

Time of Service Appointment: \_\_\_\_\_

Requested By (please print your name): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Submit this form to [adooley@vestar.com](mailto:adooley@vestar.com). You will be contacted at the phone number provided above once the request is approved.**

**FOR OFFICE USE ONLY**

- COI Received/On File
- Approved by \_\_\_\_\_
- Submitted for access