



P.O. Box 25010
Little Rock, AR 72221

PERMISSION FOR PROPERTY MODIFICATION

Dear _____,

Your care provider has asked us to make changes to your environment (“Change”). This would alter either the inside or outside of your living space. It should make daily tasks easier for you. We would make the Change at _____, owned by _____, where you currently live (“Property”).

We have attached a Permission for Property Modification (“RPM”) form with all the details of the Change your provider asked for. Please read the form so that you understand the Change we would make.

If you agree to the Change, please sign the form. If you (and _____) agree and sign, we will be able to work with _____ to begin making the Change.

Before work begins on your home, _____ will send someone to talk with you to discuss details such as a work schedule and any necessary permits or other documents. When this person is at your home, please make sure to keep any animals secured and away from them. Please also keep the work area clean and safe for them.



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PERMISSION FOR PROPERTY MODIFICATION FORM

The member and, if different from the member, the property owner (“**Member/Owner**”), by signing below, agree to let Arkansas Total Care move forward with the below-described property change (“**Change**”) to the property, also described below.

PROPERTY	
CHANGE	
IS THIS PROPERTY PART OF A HUD PROGRAM?	YES <input type="checkbox"/> NO <input type="checkbox"/>

The Change will be made at the property in line with the below terms and conditions.

1. Arkansas Total Care will work with its approved provider, _____, to hire a qualified contractor (“**Builder**”) to make the Change to the property. Before the start of work on the Change, the Member/Owner must review the Change details. General plans for the Change will be given for the Member/Owner to review. The Builder will not start work on the Change until the Member/Owner have given written consent of the plans. The Member/Owner must give written consent before work will start. If this approval is not gotten within 45 days of submitting the plans, Arkansas Total Care has the right to withdraw this offer.
2. Once Arkansas Total Care gets written consent for the Change, the Member/Owner will be deemed to have given the Builder all needed licenses, permissions, and approvals (“**Permission**”). This Permission allows the Builder to enter the property, install the Change, and place the Change on the property. If needed, the Member/Owner shall give such documents as may be legally required to confirm such Permission. All efforts will be made to do the work on non-holiday weekdays between the hours of 7 a.m. and 6 p.m. The Builder will talk with the Member/Owner to make a work schedule. The Member/Owner must give the Builder an adequate number of successive days to make the Change on the property.
3. All animals at the work site must be secured and kept away from workers at all times. The Member/Owner agree to make the work area free from clutter, debris and unsafe conditions. The Builder has the right to leave the property if they deem it to be unsafe for workers.



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4. The Change will be made at no cost to the Member/Owner.
5. By signing this form, the Member/Owner confirm that they are not aware of any private rules that would be broken by making this Change. Examples of such rules are Subdivision Indentures or Neighborhood Association rules.
6. The Member/Owner will give the Builder any details they have that might help the Builder with the Change. Such details may include construction drawings, surveys of the property, or site of utility lines. The Member/Owner shall grant such water and electrical hookups as reasonably needed by the Builder to make the Change at no cost to Arkansas Total Care, the provider, or the Builder.
7. The Builder will be licensed and insured with coverage typical of such Builders in the locale.
8. Before any work on the Change starts, and to the extent such are legally required, the Builder will get any and all permits, licenses, and approval of governmental jurisdictions having authority over the work (“**Building Permits**”). The Builder must make sure the Change has all needed approvals before work begins. The Member/Owner agree to provide such papers as may be needed to get such Building Permits.
9. Neither Arkansas Total Care, the provider, nor the Builder shall be responsible for:
 - a. Removing the Change or restoring the property to its original state if the Member/Owner decide they do not want the Change.
 - b. Routine maintenance of the Change. Both of these functions will be the sole duty of the Member/Owner.
10. The Member/Owner has the sole right to enforce all express warranties against the Builder for faulty work or supplies used to make the Change.

It is the Builder’s job to make sure the Change has been done right. The Builder should fix any part that breaks due to faulty work or supplies used.

The Member/Owner waives any claims against Arkansas Total Care that may come from faulty work or supplies. This includes breach of implied warranties of merchantability and fitness for a specific purpose.

Any change to this form must be agreed to in writing by Arkansas Total Care. Except for blanks on originally printed forms, no handwritten or separately printed changes will be effective, even if they are initialed or signed.



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I understand that a representative from Arkansas Total Care may reach out to me about this approval.

MEMBER NAME (PRINT) _____ SIGNATURE _____ DATE _____	PROPERTY OWNER NAME (PRINT) _____ SIGNATURE _____ DATE _____
PARENT OR LEGAL GUARDIAN NAME (PRINT) _____ SIGNATURE _____ DATE _____	LEGAL ENTITY (PRINT) _____ SIGNATURE _____ DATE _____