



Alteration Request Form Procedure

1. Click on this link to open the Form => [Alteration Request Form](#);
2. Right-mouse click anywhere on the open form and select "Save as";
3. Open folder where you want to save Form, then click on "Save";
4. Complete the Form then right-mouse click and select Save As again to save the completed form;
5. Print the form and sign where required;
6. If sending the form electronically, scan the signed form as a new PDF then email same to ballantrae.community@fsresidential.com;
7. If sending the physical copy of the signed form, drop it off at the Rec Centre;