

Window Details Form

Instructions: Provide details and photos for EACH window replacement requested. Use additional pages of Form 1 or Form 1a as necessary. For ease of review, documentation should be categorized by façade. SEE EXAMPLE.

Building Elevation: _____ *Insert photo above.*

Details for Existing Window ID:

Insert photo below showing existing condition.

Original window? If no, what is the general replacement date?	
If operable, does the window open? If no, why?	
Storm window present? If yes, what type?	
Boarded up? If yes, is window still in place?	
Explanation of visible rot or deterioration:	
Extenuating circumstances requiring replacement vs. repair	
Proposed Replacement, material and muntins:	
Will trim and casing details remain the same?	
Is proposed window the same size and same location as original? Explain:	