

Use this checklist before you submit your exterior paint request so the items your HOA or architectural review board commonly asks for are ready on the first try. Every community is different — confirm your association's current requirements before submitting.

APPLICATION & PROPERTY

- ☐ **Current HOA / ARB application form**
Pulled from your management portal, fully completed, signed & dated
- ☐ **Property address and lot number**
Plus HOA / community name and management company

COLORS & PRODUCTS

- ☐ **Body color + manufacturer code**
e.g. Accessible Beige, SW 7036
- ☐ **Trim color + manufacturer code**
Fascia, soffits, window casings
- ☐ **Accent / door / shutter color + code**
List each surface separately
- ☐ **Paint manufacturer & product line**
e.g. Sherwin-Williams® Emerald or Benjamin Moore® Aura
- ☐ **Sheen for each surface**
Flat, satin, semi-gloss, or gloss
- ☐ **LRV for each color (if required)**
Light Reflectance Value, from the manufacturer's data
- ☐ **Color placement plan**
Written note (and ideally a sketch) of what color goes where

DOCUMENTATION & PHOTOS

- ☐ **Current property photos**
All elevations, good daylight, taken within ~30 days
- ☐ **Sample board or color chip (if required)**
Confirm whether your community asks for physical samples
- ☐ **Surface preparation scope**
Wash, repairs, caulking, primer, number of coats
- ☐ **Contractor insurance documents**
General liability and workers' comp, current and dated
- ☐ **Written project scope of work**
Matching the colors and products submitted
- ☐ **Estimated project timeline**
Approximate start and completion window

AFTER YOU SUBMIT

- ☐ **HOA approval saved in writing**
Keep the email or letter — verbal approval doesn't count

General homeowner education — confirm current requirements with your HOA, ARB, or management company.

Sample Submission Packet Template

FILL-IN TEMPLATE · PAIR WITH THE CHECKLIST

A New Leaf Painting Contractors

Jacksonville, FL · Since 2001

(904) 615-6599

A teaching template based on common Northeast Florida HOA requirements. Substitute your home's actual address, your community's actual ARB form, and your own colors and products. Your HOA may require fewer, additional, or different items.

1. Application & Property

HOA / Community _____

ARB form + version _____

Homeowner of record _____

Property address / lot _____

Submitted to / date _____

2. Color Schedule (name · code · LRV · sheen)

Body _____

Trim _____

Front door _____

Shutters / accent _____

Garage door _____

3. Manufacturer & Product Line

Body / trim product _____

Door / shutter product _____

4. Color Placement Plan

5. Surface Preparation & Scope

6. Contractor & Documentation

Company / contact _____

Insurance attached _____

7. Attachments

- ☐ Property photos (all elevations)
 - ☐ Sample boards / color chips
 - ☐ Insurance & business documents
 - ☐ Written scope of work
- General homeowner education — confirm current requirements with your HOA, ARB, or management company.