

## PROPERTY MODIFICATION APPLICATION

APPLICATION DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

The undersigned hereby applies for approval to make modifications to Unit # \_\_\_\_\_ or the appurtenant limited common areas.

**I/We authorize and represent the following:**

1. I/We are the lawful owners of the premises.
2. I/We hereby authorize the Covenants Committee, the Board of Trustees or the designee to inspect the premises concerning this application, upon reasonable notice and reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants, Condition, and Restriction, the By-Laws, and Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application, the cost of which will be charged to us provided that there is prior notification and agreement is received from us.

**PLEASE COMPLETE BOTH PAGES OF THIS FORM --  
OWNER'S SIGNATURE IS REQUIRED**

**NARRATIVE DESCRIPTION OF MODIFICATION**

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Where appropriate attach the following:

(Please check)

- Manufacturer's Brochure
- Photo of Property Scale Drawing
- Rendering of Modification (Drawing with Dimensions)
- Name of Contractor
- Building Permit from Municipality or Application for Permit
- Filing Fee
- Certificate of Insurance from Contractor (Liability and Workers' Compensation)
- Specification for Material
- Copy of Courtesy Letter to Neighbors Informing Them of Your Intentions

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Signature of Owner Date

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Signature of Owner Date

Permission is granted provided the applicant abides by the stipulations listed on the attached sheets.

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Date

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Signature of Association/Committee Member