



Name of Community: \_\_\_\_\_

Date Received: \_\_\_\_\_

OFFICE USE ONLY

THE COMPANY THAT TAKES CARE OF YOU

**REQUEST FOR INTERIOR / EXTERIOR UNIT MODIFICATIONS**

Unit Owner Name (s) \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Community Name and Address/Unit#: \_\_\_\_\_

Daytime Phone Number\* (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail\*: \_\_\_\_\_

**Homeowner's Introduction and Instructions:** The purpose of this form is for the property owner to request any modification or alteration to the interior or exterior areas adjacent to the unit (walls, windows, doors, etc). This may involve the replacement of any windows or sliding glass doors, the installation of hurricane shutters, the installation of exterior lighting, the installation or the replacement of flooring, etc. This also applies to any major interior modifications (replacing any A/C unit, modifying kitchens, plumbing modifications, electrical work, etc). All intended alteration(s) must be following the Association's requirements and/or specifications as governed by the Community Documents, Board of Directors and the Association's Operations Manual, as well as working within City and State requirements. For the request to be considered for processing, the following information is required to be attached to this form at the time of submission:

- A legible copy of the contractor's valid license and current liability insurance is required.
- Written and legible specifications of the proposed modifications, including, yet not limited to: color, style, model, weight, etc is required.
- A color photograph of a sample of the item that will be installed, if modification requested is for installation.

**Homeowner's Acknowledgement and Agreement:**

1. I/We the homeowners(s) of the property mentioned above, hereby request that the Board of Directors approve the following modification or alteration to the unit:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I/We, the homeowner(s), agree and understand that I/we am/are required to hire a licensed and insured contractor to perform the work described above.

3. I/We, the homeowner(s), agree and understand that I/We am/are responsible and accountable for all expenses caused by damages to exterior or interior walls, including plumbing, electrical and structural damages, which is caused in relation to the work being performed.

4. I/We the homeowner(s) am/are responsible for obtaining the necessary permit(s) from the appropriate Building and Zoning Department(s).

5. I/We, the homeowner(s), agree and understand that access to areas of construction is only permitted through my property (the balcony is not allowed to be used as part of this modification)

6. I/we the homeowner(s), are responsible to dispose of all trash and construction debris from the Community areas (building dumpster are not allowed to be used for these personal modifications)

7. I/we the homeowner(s) acknowledge that we are not to begin any work until these modifications have been approved.

**Homeowner(s) Signatures**

Owner 1 Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner 2 Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board of Director's Disposition and Signature**

Disposition: Approved  Disapproved  \_\_\_\_\_  
Signature and Title