

REQUEST FOR ARCHITECTURAL MODIFICATIONS
VERABELLA FALLS CONDOMINIUM ASSOCIATION INC

Unit Owner Name (s) _____ Date: ____/____/____

Address/Unit#: _____

Daytime Phone Number (____) _____ - _____ E-mail: _____

Homeowner's Introduction and Instructions: The purpose of this form is for the property owner to request a modification or alteration to exterior common areas (walls, windows or doors) part of and/or adjacent to the property mentioned below, this may involve the replacement of windows or sliding glass doors, the installation of hurricane shutters, installation of exterior lighting, installation or replacement of tile floors, etc. All or any intended alteration must be in accordance with the Association's requirements and/or specifications as governed by the Condominium Documents, Board of Directors and the Association's Operations Manual. In order for the request to be considered for processing, the following information is required to be attached to this form:

- A legible copy of the contractor's valid business 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 Repair security deposit of \$500 Payable to Verabella Falls Condo will be required.

Homeowner's Acknowledgement and Agreement:

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

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

3. I/We, the homeowner(s), agree and understand that I/We 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) 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 (balcony is not allowed to be used as part of this modification)

6. I/we the homeowner(s), are responsible to dispose all trash and construction debris from the Condominium areas (building dumpster are not allowed to be used for this 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 Signatures

Disposition: Approved Disapproved

Signature and Title

Signature and Title