

THE TIVOLI AT CARDINAL FOREST CONDOMINIUM OWNERS ASSOCIATION

5817 Royal Ridge Drive
Springfield, VA 22152
Office: 703-451-3636

REQUEST FOR MODIFICATION

* Both pages of the application must be completed *

Date: _____

Record Owner(s): _____ Phone: _____

Property Address: _____

Mailing Address (if different): _____

Description of Modification Requested

Please complete the appropriate section(s):

Request 1: Please fill out applicable sections. *Sketches / Brochures are required.*
Please use a separate sheet if necessary.

Request: _____

Dimensions: _____ Color: _____ Material: _____

Other Specifics: _____

Request 2: Please fill out applicable sections. *Sketches / Brochures are required.*
Please use a separate sheet if necessary.

Request: _____

Dimensions: _____ Color: _____ Material: _____

Other Specifics: _____

Request 3: Please fill out applicable sections. *Sketches / Brochures are required.*
Please use a separate sheet if necessary.

Request: _____

Dimensions: _____ Color: _____ Material: _____

Other Specifics: _____

Further Requirements

All exterior and interior changes / replacements / modifications must be applied for. The Association is not responsible for omissions or errors by the applicant. The applicant shall describe the variance in full. *The Board will not review the applicant's contract or contractor estimate to determine the variance requested.* Nothing herein contained shall be construed as a waiver or modification of any restrictions. **Any changes / replacements completed without / outside of approval may be subject to removal at the owner's expense.**

All proposed improvements must meet local building and zoning codes. Application for local building permits is the applicant's responsibility. Alterations to building must be made in accordance with the Condominium Association documents.

The Association assumes no responsibility for any damage to person or property resulting from or related to any change to a unit. Per the Association documents, this application will be processed within **sixty (60) days** of the date it is received by the *Association's Board members*.

The undersigned understands and agrees that no work on this request shall commence until written approval of the Board has been received. The undersigned has read and understands the applicable provisions of the Virginia Condominium Act, the Association documents, and the provisions of this application in regard to property changes.

Signature(s) of Record Owner(s)

Date

**** Please return this application to the address at the TOP of this form ****

******* For Board of Directors Use Only *******

Date: _____ Application Number: _____ Reviewed by: _____

Approved: _____ Approved with Condition(s): _____ Denied: _____

Board of Directors Signature: _____

Stipulations / Conditions: _____
