

ALTERATION/MODIFICATION REQUEST

Date: _____ Association Name: _____

Please print your name and address:

Home Phone: _____ Business Phone: _____

REQUESTED MODIFICATIONS

- Exterior Appearance Landscaping
- Structural Parts of Unit Common Elements/Limited Common Elements
- Other _____

EXPLANATION OF MODIFICATIONS

Please note that you **must** submit a drawing for any modification which requires it, such as decks, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____

List address and phone if outside contractor is to be used: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense. Also when applicable signatures (approvals) of neighboring co-owners.
2. I/we have read all applicable sections of the governing documents and I/we understand same.

3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at *any* time in the future, modifications to this variance, they will be done at my/our expense.
5. Decks cannot be installed over a drainage swale. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Community Association's satisfaction. Any maintenance costs incurred by the Community Association as a result of this variance will be at my/our expense.
6. If the construction will occur in a Common or Limited Common area, the owner must contact Property Services Group, Inc. to obtain the sprinkler company's name and phone number. Prior to submitting a drawing of a proposed deck/patio for approval by the Community Association, the owner will need to obtain a letter from the contractor who installed the sprinkler system stating that the proposed deck modification will not interfere with the sprinkler system. Should any sprinkler heads have to be relocated; this will be done exclusively at the owner's expense.
7. This alteration/variance/modification is subject to all the requirements of the governing documents, occupancy agreements, and other applicable regulations at the Community Association's discretion.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED

Date

Signature of Owner

Date

Signature of Owner

When complete and accurate information is received, requests will be completed at the earliest opportunity. Please note that response time depends upon the availability of the Community Association's Board of Directors.

Approved by: _____ Date: _____

Please return this form to: Property Services Group, Inc.
 PO Box 1287
 Troy, MI 48099
 (or Fax to 248-637-3280)