

Interior Modification Application

This application must be completed by the Owner and submitted to Management prior to beginning any work other than maintenance. Approval is required for all projects. No work may commence until written approval is received. Please attach contractor licenses, Certificates of Insurance with endorsements, and all required permits.

Owner Information

Name: _____

Unit Number: _____

Phone: _____

Email: _____

Project Information

Description of Work:

Start Date: _____ Completion Date: _____

Contractor Information (if multiple attach pages)

Company Name: _____

Contact Person: _____

Phone: _____

License #: _____

Insurance & Permits

Certificate of Insurance attached (GL, WC, Umbrella where required)

Endorsements attached (Additional Insured)

Permits attached (where applicable)

Owner Acknowledgment

I acknowledge that I have read and understand the Association's Rules and Regulations governing unit modifications. I accept responsibility for ensuring my contractors comply with all requirements. I understand that I am liable for any damage to common property, violations, or costs incurred by my contractors. I further acknowledge that work may not begin until written approval is issued.

Owner Signature: _____ Date: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

1. Purpose

The Owner has requested approval from the Association to perform work within Unit ____ at Vista del Mar. As a condition of approval, the Owner and Contractor agree to the following terms to protect the Association, its property, and its residents.

2. Indemnification by Owner and Contractor

Owner and Contractor shall indemnify, defend, and hold harmless the Association, its Board of Directors, officers, managing agent, and employees (collectively, the "Indemnified Parties") from and against any and all claims, demands, actions, damages, losses, liabilities, costs, and expenses (including attorneys' fees) arising out of or related to:

- Work performed by Contractor or subcontractors,
- Injury to persons or damage to property (including other units, common elements, or limited common elements),
- Violations of applicable laws, codes, or permits, and
- Any negligence or misconduct of the Owner, Contractor, or their agents

3. Insurance Requirements

Contractor shall maintain, at its sole expense:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence
- Workers' Compensation & Employers' Liability: \$500,000 per occurrence
- Umbrella/Excess Liability: May be required at the Association's discretion for high-risk trades

Certificates of Insurance must name the Association and its Management Company as Additional Insured. Proof of insurance must be submitted and approved before the start of any work.

4. Responsibility for Damage

Owner shall be financially responsible for all costs incurred by the Association to repair, restore, or replace any damage to common property, limited common elements, or other units caused by the work. This includes reimbursement of costs for fire alarm activations, service shut-offs, or damage to elevators, hallways, or building systems.

5. Compliance with Rules

All work must comply with the Association's governing documents, rules and regulations, and any conditions of approval issued by Management. Failure to comply may result in stop-work orders, fines, or withdrawal of approval.

6. Survival and Binding Effect

This Agreement shall survive completion of the work and remain binding upon the Owner, Contractor, and their heirs, successors, and assigns.

7. Signatures

Owner

Signature: _____

Printed Name: _____

Date: _____

Contractor

Signature: _____

Printed Name / Company: _____

Date: _____