

ALTERATION REQUEST FORM

Return completed form to:

ESSEX CONDOMINIUM CORPORATION NO. _____

c/o Danbury Property Management

2296 Richmond St. – Unit 2, Windsor, ON N8Y 1L6 Tel: (519) 974-3003 Fax: (519) 974-6893

Name: _____

Phone: _____ **Cell:** _____ **Bus:** _____

Unit Address: _____

Owner’s Name & Address (If different): _____

Alteration Requested: _____

Name and Tel. of Contractor: _____

Are building permits required for this projects? Yes _____ **No** _____

If Yes, specify: _____

Attach Site Plan showing exact location of proposed alteration(s) or contractor’s drawings, sketched, photos, colour samples, etc., as applicable, to provide as much information as possible regarding your renovations.

Renovation Start Date: _____ **Estimated Completion Date:** _____

The undersigned as Owner/occupant of this unit agree to all terms of the conditions set out on page 2 hereof.

Signature of Owner: _____ **Date:** _____

/ Continued...

Date Received: _____ Reviewed At Meeting of: _____

APPROVED:

Without Conditions: _____ With Conditions: _____ (see attached next page)

1. No work can be undertaken by an occupant/tenant of a Unit without prior written consent of the registered Owner, which written consent shall be provided to the Board at the time of the submission of this *Alteration Request Form*.
2. All work is to be completed in a professional manner, in accordance with the approved plan of renovation and in compliance with all permits that may be required to complete such work, evidence of which shall be provided to the Board upon request.
3. Any changes or alterations to the approved plan of renovation must be approved by the Board of Directors before those changes or alterations can proceed.
4. All present and future costs associated with the alterations are solely the responsibility of the Owner.
5. The Owner/occupant shall notify the Board of the completion of the work, at which time the Board's representative/engineer shall inspect the Unit to ensure all renovations have been completed in accordance with the approved plans and/or permits, as required. The deposit will then be returned to the Owner.

NOT APPROVED:

REASONS: _____

MORE INFORMATION REQUESTED

Specifically: _____

