



APPLICATION FOR EXTERIOR REPAIRS OR MODIFICATION

SECTION A

NAME OF OWNER (S) _____

**NAME OF OCCUPANT
(IF DIFFERENT)** _____

ADDRESS OF UNIT _____
**ADDRESS OF OWNER
(IF RENTAL UNIT)** _____

SECTION B

**DESCRIBE IN WORDS THE NATURE OF THE PROPOSED
MODIFICATION OR REPAIR. USE ADDITIONAL SHEET
IF NECESSARY**

SECTION C

**ATTACH TWO COPIES OF APPROPRIATE DRAWINGS
INDICATING CLEARLY THE WORK TO BE DONE.
INCLUDE DIMENSIONS, MATERIAL DESCRIPTION
AND ALL OTHER INFORMATION REQUIRED TO
COMMUNICATE THE PROPOSED MODIFICATION
OR REPAIR. UNCLEAR APPLICATIONS MAY
REQUIRE REAPPLICATION.**



SECTION D

ATTACH A COMPLETE FINANCIAL ESTIMATE FOR THE PROPOSED MODIFICATION OR REPAIR. INCLUDING LABOR, MATERIAL AND WHO WILL PERFORM THE WORK

NOTE: DO NOT START THE MODIFICATION OR REPAIR UNTIL YOU HAVE RECEIVED AN APPROVE APPLICATION SIGNED BY THE BOARD OF TRUSTEES

APPLICANT' (S) _____

(MUST BE SIGNED BY OWNERS OF RECORD)

DATE _____

SECTION G

BOARD OF TRUSTEES FINAL ACTION DATE _____

BOARD OF TRUSTEE REMARKS..... APPROVED () }

_____ **REJECT* () }**

_____ **RESUBMIT () }**

BOARD OF TRUSTEE PRESIDENT SIGNATURE

President

NOTE: APPROVED APPLICATIONS DO NOT NECESSARILY INDICATE THAT THE DESIGN OR CONSTRUCTION IS IN COMPLIANCE WITH APPLICABLE BUILDING CODES. IT SHALL BE THE OWNERS AND OR CONSTRUCTION COMPANY'S RESPONSIBILITY TO OBTAIN PROPER BUILDING PERMIT AND IN SO DOING COMPLY WITH ALL REQUIREMENTS OF THE SAME

