



# Stamper and Company

Property Management - Real Estate - Management Consultants

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## CONDOMINIUM ASSOCIATION MODIFICATION REQUEST FORM

Co-Owner Name \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Building Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Unit Number: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

### Requested Modification Request:

\_\_\_\_\_ Exterior Appearance      \_\_\_\_\_ Landscaping  
\_\_\_\_\_ Structural                      \_\_\_\_\_ Other

Explanation of Modification: (A picture **MUST BE INCLUDED** with this form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work to be performed by: (Please enter name of Contractor.) \_\_\_\_\_

### Please read the following Guidelines closely before signing:

1. All applicable codes and regulations will be followed and all necessary permits will be obtained at my expense.
2. I have read and understand all applicable sections of the Condominium Documents and agree to abide by them.
3. All maintenance and upkeep to the above modification will be performed at my expense and in a timely manner.
4. I understand that, should the Association or any legal regulatory agency require, at any time in the future, modifications to this variance, the modifications will be completed at my expense.
5. Any maintenance costs incurred by the Association as a result of this modification will be paid by me.
6. I understand that it is my responsibility to advise future assigns, purchasers or owners of this unit of their responsibility for same.
7. I understand that it is my responsibility to provide insurance for the above modification, and provide the Association a copy upon request.
8. I agree to hold harmless Stamper and Company, its agents, its representatives and its employees, as well as the Association, for property damage or personal injury as a result of the above modification.
9. I hereby certify all of the above information is truthful and accurate.
10. I understand that the Association has the right to record a notice of modification in the chain of title to my unit.
11. I understand and agree that the Association has the right to maintain and repair Common Elements and if the modification requested impairs exercise of this right, the Association is entitled, without liability to assigns, my subsequent purchasers or me, to remove the modification as needed for maintenance and repairs to the Common Elements.
12. I agree that if I do not maintain the modification to protect community aesthetics, the Association can maintain or remove it at my expense and without liability to assigns, my future purchasers or me.
13. If approved, the modification must be completed within one year of approval date. If the modification is not completed within the one year time period, then re-submission of a new Modification Request Form to the Board for consideration is necessary before you proceed with completion of the modification.
14. I understand and acknowledge that should the Association be required to commence legal action to enforce the terms of this Modification Request Form, I will be fully responsible to pay all court costs and attorney's fees incurred by the Association in that enforcement action.

Signature of Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT WRITE BELOW LINE.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature Only

Explanation: \_\_\_\_\_