



# JBC Property Management

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## Modification Request Form

The Association must approve requests **BEFORE** any work can commence. Interior modifications/alterations to your unit *generally* do not require approval, unless the work alters the Limited or General Common Elements. When you submit the form below, you **MUST** hold off on proceeding with your modification request until after you receive a written response from JBC Property Management. JBC Property Management will send a written response to you notifying you whether your modification request has been approved or denied by the Board of Directors. Upon receipt of an approval letter from JBC Property Management, you can then proceed with your modification request.

Please print legibly, review the "Modification Request Stipulations and Requirements" on the back of this form, sign, date, and include any necessary attachments. Completed forms should be returned to your association care of JBC Property Management at the address listed above.

**Owner Name:** \_\_\_\_\_

**Association Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Office/Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Please note that you **MUST** submit a drawing for any modification which alters the exterior appearance of your unit, such as decks, landscaping modifications, etc. The scale of your drawing should be 1/2 inch = one (1) foot. Please list sizes and materials to be used.

**Check ALL areas that the modification/alteration will change:**

- General Common Elements
- Limited Common Elements

- Landscaping
- Exterior Appearance
- Structural Component of Unit

**Description of Modification/Alteration:** \_\_\_\_\_

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

**Work to be Performed by:**

**Contractor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Modification Request Stipulations and Requirements:**

Please read the following carefully:

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 Association 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 JBC Property Management, 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 understand that the Association has the right to record a notice of modification in the chain of title to my unit.
10. I understand and agree that the Association has the right to maintain and repair common ground 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 ground.
11. 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.
12. 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.
13. 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.
14. I certify that all of the information on this form is truthful and accurate.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Do Not Write Below This Line

Board Member to Complete

**APPROVED**

**NOT APPROVED**

**Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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