

WILLIAMSBURG TOWNEHOUSES COOPERATIVE

INSTALLATION / ALTERATION FORM



I hereby apply for permission to install the following improvement and/or make the following alteration in or around my unit:

Please include a drawing on the back of this form or attach another sheet of paper with measurements.

Work to be performed by : _____

Will any structural changes be made ? : _____

Will any openings be required through walls, ceiling, roof, windows or floors? ____

This additional alteration is not a reimbursable item from the Cooperative but may be included in outgoing purchase price of membership.

I hereby certify that I will comply with the following regulations:

- 1) Additions/alteration to be properly maintained as approved by the Board of Directors
- 2) Additions/alteration to be moved at Occupants expense if necessary for maintenance
- 3) Addition to be built so as not to obstruct grass maintenance, snow removal or obstruct pedestrian view.
- 4) Future occupant will have the option of addition/alteration to remain or having said item returned to original condition.
- 5) Occupant/Member assumes full liability in the event of injury to residents or visitors.
- 6) Resident hereby agrees that any deviation from the above agreement will subject of removal at members cost.
- 7) The above work shall be completed in timely manner or a new authorization must be obtained and approved again by the Board of Directors.
- 8) This alteration/addition must be returned to original condition or Townhouse approved item similar to original item (if applicable).
- 9) No altering or removing any part of the structure including wood, frames, concrete, aluminum, vinyl siding, brick, windows, or roofing and materials.
- 10) Member is responsible for any maintenance or repair required on this alteration/ addition for the duration (life) of item installed

I hereby certify that this work will be performed in accordance with all city codes, permits, rules and regulation, By-laws and Occupancy Agreement.

NAME: _____ ADDRESS: _____

UNIT NUMBER: _____ PHONE: _____ DATE _____

SIGNATURE: _____

FOR OFFICE USE ONLY

THIS PERMIT REQUESTED ABOVE IS HEREBY: APPROVED: ____ YES ____ NO, IF SO WHY ? _____

BOARD APPROVAL DATE: _____

INSPECTED BY: _____ DATE: _____