

Property Modification Application Requirements / Instructions

Attached is a Property Modification form. Please review the information listed below, sign this sheet and submit the attached Property Modification Form along with the requested documentation in order to obtain final approval.

REQUIRED DOCUMENTATION:

- A copy of the Contractors Business License in addition to a copy of the Certificate of Insurance (with Workman's Compensation) must be on file prior to the beginning of work.
- A copy of the Certificate of Insurance for the Homeowners Insurance Policy must be on file prior to the beginning of work.
- Proposed plans (when applicable).

PROPERTY MODIFICATIONS PROCEDURE:

- Homeowner to submit appropriate property modification application with all required documents.
- Approval or denial letter mailed to Homeowner.

PROPERTY MODIFICATIONS REQUIRING PERMIT PROCEDURE:

- Homeowner to submit appropriate property modification application with all required documents.
- Preliminary Approval or denial letter mailed to Homeowner.
- Application for permit to be submitted to Manchester Township for approval
- **Upon receipt of permit from Manchester Township, a copy must be provided to Association.**
- **Upon receipt of copy of permit, final approval will be given.**

WORK MUST NOT COMMENCE UNTIL FINAL APPROVAL IS GIVEN.

The undersigned hereby applies for approval to make property modifications to the above address located in Crestwood Village V.

1. I/We are the lawful owner(s) of the premises.
2. I/We do hereby authorize the Board of Trustees or their designee to inspect the premises concerning the application, upon reasonable notice and during reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Master Deed, The By-Laws, and the Rules and Regulations of the Association as they apply to the Property Modification Application.

The modification is approved only on the condition that maintenance and repairs to any of the modifications, alterations or any repairs caused to the exterior of the building will be at the sole expense and responsibility of the homeowner. Modification shall constitute your agreement to and acceptance of this condition.

If you have any questions, please feel free to contact the office at 732-350-0700.

Please sign and return with required documentation to the Crestwood Village Five office.

Signature: _____ Date: _____

CRESTWOOD VILLAGE FIVE

ESTATE SALE REQUEST

This form must be submitted prior to the scheduling of an Estate sale at your unit.

STEP 1 Homeowner Information	Name: _____ Address: _____ Phone: _____
STEP 2 Submit Form To:	Crestwood Village Five Community Association 325 Schoolhouse Road, Whiting, New Jersey 08759 Tel: (732) 350-0700, Fax: (732) 350-2691 * Supporting Materials MUST BE INCLUDED.
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Upon receipt of completed application and supporting materials, you will receive an approval or denial letter via mail. <p style="text-align: center;">ESTATE SALE MUST NOT BE SCHEDULED UNTIL APPROVAL IS GIVEN</p>

PROCEDURES FOR ESTATE SALE

- *Parked cars must provide ample access to mail boxes.
- *Ambulance and fire equipment access to the residence must be clear.
- *Damage to lawn or other property to be repaired or repairs made by the Auctioneer and/or Estate Sale Director.
- *Litter to be cleaned up by the Auctioneer and/or Estate Sales Director.
- *Estate Sale is limited to not more than two full business days, no later than 4:00 p.m.
- *A copy of the Business License in addition to a copy of the Certificate of Insurance for the Auctioneer/Estate Sale Director. must be provided.
- *The Auctioneer and/or Estate Sale Director shall post a cash deposit of \$200, returnable after an inspection of the property.
- *A copy of the homeowner's Certificate of Insurance must be submitted with paperwork prior to the estate sale.

_____ **All Items** listed about will be satisfied. (Property Owners Initials)

The Community Association shall have the power to make such rules and regulations necessary to carry out the intent of these restrictions and shall have the right to bring lawsuits to enforce the rules and regulations promulgated by it. In addition to all of the rights, powers, duties and responsibilities granted to the Community Association by these By-Laws and by the Certificate of Incorporation, Declaration of Covenants and Restrictions and the laws of the State of New Jersey, the Community Association shall have the right to levy fines for the violation of such rules and regulations.

*** Please note that if an Estate Sale is held without proper documentation and approval, the \$200.00 will be placed to the maintenance account of the unit.**

The application is approved only on the condition that any damage caused to any part of the property will be at the sole expense and responsibility of the homeowner. Your signature shall constitute your agreement to and acceptance of this condition.

Dates of Estate Sale: _____

Company Name: _____

Company Address: _____

Company Phone # : _____

Company License # : _____

Sign: _____

Date: _____