

Coordinator: _____

Administrator: _____

Trustee: _____

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.
- An appointment for review will be scheduled with the homeowner and the Board of Trustees/Administrator.
- Approval or denial letter mailed to Homeowner.

***PLEASE NOTE THAT FINAL APPROVAL WILL NOT BE GIVEN UNTIL THE
APPOINTMENT BETWEEN THE BOARD OF TRUSTEES/ADMINISTRATOR AND THE
HOMEOWNER IS COMPLETED.***

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: _____

PROPERTY MODIFICATION REQUEST FORM- CRESTWOOD VILLAGE FIVE

GENERAL PROPERTY MODIFICATION

This form must be submitted prior to any modification to 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 .
☐ Approved ☐ Rejected	Upon receipt of completed Property Modification Form and supporting materials, you will receive an approval or denial letter via mail. WORK MUST NOT COMMENCE UNTIL APPROVAL IS GIVEN

PROPERTY MODIFICATION CHECKLIST

- * A copy of the homeowners Certificate of Insurance.
- * A copy of the Contractor's Business License in addition to a copy of the Certificate of Insurance must be on file prior to the beginning of work .
- * An appointment for review will be scheduled with the homeowner and the Board of Trustees/Administrator. Final approval will not be given unit this appointment is completed.
- * All construction, repairs and/or installationwork must be done in accordance to the applicable State and Local building code requirements.
- * Any damage caused by the modification is the sole responsibility of the homeowner.
- * Maintenance, repair and/or replacement will be the responsibility of the homeowner.
- * It is recommended that all repairs and/or upgrades to the unit are disclosed to the homeowner's personal insurance carrier.
- * Provide a diagram of the proposed work.

Description of Property Modification:

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

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone # : _____

Contractor's License # : _____

The modification is approved only on the condition that maintenance and repairs to any of the modification, alteration 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.

Date: _____

ALL WORK IS TO BE COMPLETED WITHIN NINETY (90) DAYS OF APPROVAL.