

Coordinator: _____

Administrator: _____

Trustee: _____

Property Modification Application
Requirements / Instructions
(Permit Required)

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 REQUIRING PERMIT 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.
- 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.**

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: _____

Crestwood Village Five Community Association

325 Schoolhouse Rd, Whiting, NJ 08759 • Phone 732-350-0700 • Fax 732-350-2691

PROPERTY MODIFICATION REQUEST FORM- CRESTWOOD VILLAGE FIVE

SCREENED AND ENCLOSED THREE SEASON ROOMS

This form must be submitted for the installation of a screened and enclosed three season rooms 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.
Approved Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Rejected <input type="checkbox"/>	Upon receipt of completed Property Modification Form and supporting materials, you will receive a preliminary approval or denial letter via mail. Upon receipt of permit from Manchester Township, a Final approval letter will be issued. WORK MUST NOT COMMENCE UNTIL FINAL APPROVAL IS GIVEN

PROPERTY MODIFICATION CHECKLIST

- *In the event that there is a transfer of ownership for the property, a copy of the porch installation should be included in the documentation presented at closing. This includes but not limited to sale, transfer to heirs, etc.
- *A copy of the Certificate of Insurance for the Homeowners Insurance Policy must be on file prior to the beginning of work.
- *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.
- *Area is not to exceed 200 square feet.
- *Must be under existing roof.
- *Provide a diagram of the proposed work.
- ***PERMIT REQUIRED-** All construction and installation work must be done in accordance with applicable State and Local building codes requirements. **A copy of the permit must be provided.**
- * An appointment for review will be scheduled with the homeowner and the Board of Trustees/Administrator. Final approval will not be given until this appointment is completed.
- *Please be advised that the homeowner is responsible for the insurance coverage for this type of upgrade to the original construction only.
- *It is recommended that all repairs and/or upgrades to the unit are disclosed to the homeowner's personal insurance carrier.

_____ **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 FINAL APPROVAL