



Approval Request Form

In order to maintain the appearance of **The Manors of Inverrary 11 Condominium Association, Inc.** the Association's Declaration and Establishment of Conditions, Reservations and Restrictions requires improvements, alterations or additions to your property to be approved by your Board of Directors. **This approval is not a building permit nor does it constitute approval from the local Building Department. Please allow two weeks for the Board approval.**

Please review your covenants so that your request is in accordance with the same.

In order to expedite your request, the Board of Directors will need this application properly filled out, a sketch (if applicable) and description of the proposed improvement. The sketch and description should be in triplicate so that an approved copy can be returned for your records. If you have any questions as to what is required, please contact the property management company for clarification. Once you have completed this application return it to the property management for processing. Please submit a \$19.00 service fee with the ARB application form. Please make the check payable to Manors 11. Please be advised that you are responsible for any damage caused to your unit, other units, or common areas caused by your project. Unless your improvement can be properly described on this application, we request that you provide a sketch.

Description of Improvement:

You must employ a licensed and fully insured Contractor when making improvements to your property. A certificate of insurance must accompany this form.

Note: Work should be completed within ninety (90) days of preliminary approval. Notify the property management company when work is complete so a final inspection can be scheduled.

By signing below you agree to the items mentioned above.

Name: _____ Signature: _____
Homeowner

Address: _____ Date: _____ Phone: _____

Approved _____ Not Approved _____

BOD _____ Date _____

BOD _____ Date _____