



3900 Woodlake Blvd., Suite 309. Lake Worth, FL 33463
Ph: (561) 641-8554 Ex: (561) 641-9448

REQUEST APPROVAL OF ALTERATIONS AND/OR IMPROVEMENTS

The undersigned owner does hereby request approval of certain construction and improvements to the (check one or more):

- Unit described below
- Limited Common Elements appurtenant to said unit
- Common Elements adjacent to said unit

For the owner of (hereinafter "Owner")

Unit No. _____ of Building No. _____, or Townhouse No. _____

In _____,

A Condominium _____ or Homeowners _____ Association, according to the

Declaration thereof, as record in the Official Record Book _____, Page _____,

of the Public Records of Palm Beach County, Florida.

Print Name: _____

Telephone: _____

Email Address: _____

Said improvements consist of:

And are more fully described in the application of the below signed Unit Owners, which was submitted to the Association on _____, 20____.

CONTRACTOR REQUIREMENTS

1. **PROVIDE PROOF OF LIABILITY INSURANCE.**
2. **PROVIDE PROOF OF WORKERS' COMPENSATION INSURANCE. IF NONE, PROVIDE CERTIFICATE OF EXEMPTION FOR EACH EMPLOYEE THAT WILL BE WORKING ON OUR PROPERTY.**
3. **ADVISE INSURANCE COMPANY THAT THE "CERTIFICATE HOLDER" TO BE LISTED ON THE CERTIFICATE OF LIABILITY INSURANCE IS:**

(Name of Association)
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

4. **PROVIDE A COPY OF THE BUSINESS LICENSE.**
5. **BUSINESS LICENSE MUST BE FROM PALM BEACH COUNTY OR THE STATE OF FLORIDA.**
6. **PROVIDE A SET OF PLANS OR DRAWINGS SHOWING THE ALTERATIONS OR IMPROVEMENTS TO BE DONE.**
7. **REMOVE ANY DEBRIS FROM SAID ALTERATION OR IMPROVEMENT FROM THE COURT'S PREMISES.**
8. **SHOULD A PERMIT BE REQUIRED FOR THE WORK THAT YOU ARE PERFORMING, PLEASE SUBMIT TO THE F.C.O. OFFICE A COPY OF THE PERMIT APPLICATION.**

As a condition of this approval, the below signed Unit Owners, their successors and assigns agree as follows:

- A. Unit Owners, their successors and assigns shall hereinafter maintain, repair, and replace, when necessary, the above-described improvements at their own expense.
- B. Should the Association find it necessary to repair the original structure and such repair requires the removal of said improvements, then Unit Owners, their successors, and assigns, at their own expense, shall remove said improvements while the Association is repairing the original structure. Upon completion of said repairs, Unit Owners, their successors, and assigns, at their own expense, may then reconstruct said improvements to their original specifications.
- C. The Association assumes no responsibility to maintain, replace and repair the above-described improvements, but the Association does retain its responsibility to replace, maintain and repair the original structure as provided in the Declaration, unless the original structure has been damaged by the above-mentioned improvement. Should the original structure be damaged by the above-described improvements, then Unit Owners shall reimburse the Association for such damages. In the event the Association's repair or replacement of the original structure causes destruction to said improvements, then Unit Owners, their successors and assigns shall bear the cost of replacing these improvements and agree that such replacement cost shall not be the responsibility of the Association.

- D. The promises contained herein shall constitute covenants which shall run with the land for the above-described unit.
- E. All work shall be performed in accordance with Palm Beach County Building Department codes and County approval shall be obtained where necessary.
- F. ALL UNITS ON THE SECOND AND THIRD FLOORS OF THE APARTMENT BUILDINGS MUST HAVE NOISE ABATEMENT INSULATION INSTALLED BEFORE APPLYING HARD SURFACE FLOOR COVERING. FOR TILE, A CORK INSULATION LAYER, 1/4th OF AN INCH THICK, AND FOR WOOD, AN UNDERLAYMENT SUCH AS "SILENT STEP."
- G. Any damage to the common area caused by the unit owner's contractors, subcontractors, material, men or otherwise shall be the sole responsibility of unit owner and the Association reserves the right to repair any damages and the unit owner agrees to pay and reimburse the Association for all materials and labor costs to the Association.

Dated this _____ day of _____, 20_____.

UNIT OWNER'S SIGNATURE ⇨ _____

UNIT OWNER'S PRINTED NAME ⇨ _____

Witness to Signature(s)

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____. He/She () is personally known to me or () has produced (type of identification) _____ and did not take an oath.

SEAL

Florida Notary

The above alteration and/or improvement was approved by the Board of Directors of:

_____ Court on _____

President, _____ Court

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by_____. He/She () is personally known to me or () has
produced (type of identification)_____ and did not take an oath.

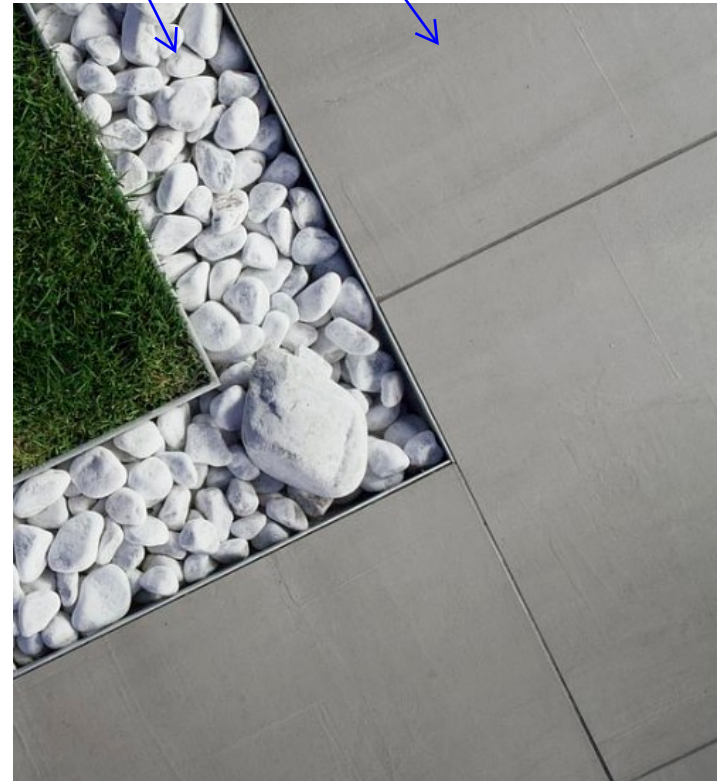
SEAL

Florida Notary

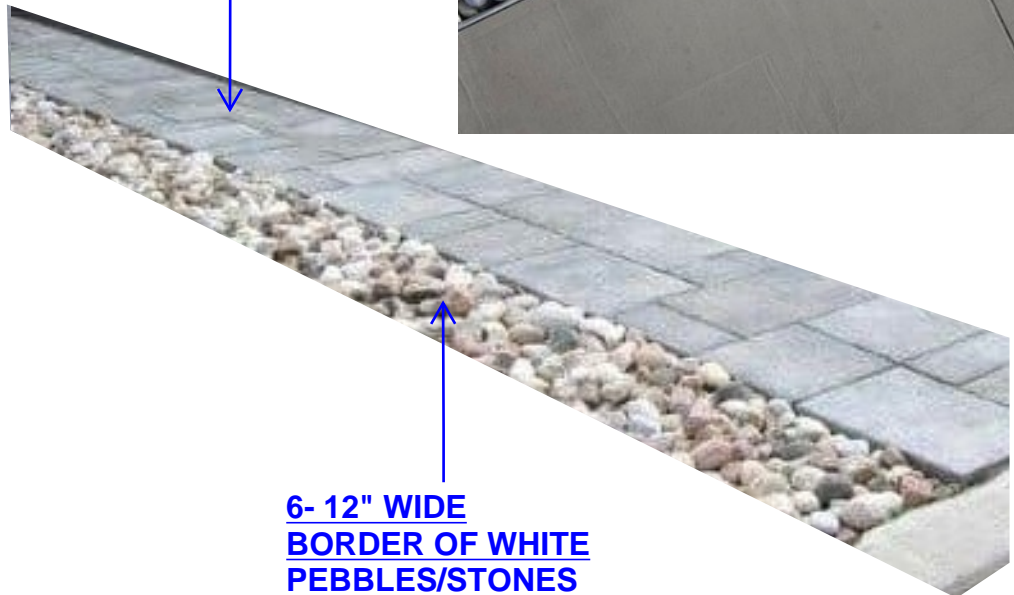


DARK GREY FLOOR

6- 12" WIDE BORDER OF WHITE PEBBLES/STONES



DARK GREY FLOOR



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