

LA RESIDENCE CONDOMINIUM ASSOCIATION
HOMEOWNERS' ASSOCIATION, INC.

Architectural Change Request Form

INSTRUCTIONS: Please completely fill out the form below. Failure to complete the form completely will only delay the approval process. Mail to:

LA RESIDENCE OF BOCA DEL MAR CONDOMINIUM ASSOCIATION, INC
c/o GRS Community Management
3900 Woodlake Blvd, Suite 309
Lake Worth, FL 33463
Phone: (561) 641-8554 | Fax: (561) 641-9448
E-mail: residentservices@grsmgt.com

Owner's name: _____ Date: _____
Property Address: _____ Unit #: _____
Mailing Address (If different): _____
Home #: _____ Cell #: _____ Email: _____

Section I. Brief Description: In the space below give a brief description of the alteration, improvement, addition or change you would like to make to your unit (to avoid delays, be as clear as possible):

Section II. THE FOLLOWING MUST BE INCLUDED WITH YOUR ARCHITECTURAL APPLICATION:

- Copy of contractor's license, copy of contract, contractor's liability & workmen's compensation insurance naming La Residence Condominium Association, Inc. as co-insured as seen below:

LA RESIDENCE OF BOCA DEL MAR CONDOMINIUM ASSOCIATION, INC
c/o GRS Community Management
3900 Woodlake Blvd, Suite 309
Lake Worth, FL 33463

Contractor to be used: _____
Contractor's Address: _____
Contractor Telephone number: _____ **Email:** _____

- Attach any photos, samples, surveys, plans and/or other specifications of your proposal.
- A **\$500 Security Deposit (refundable)** in a form of a check payable to La Residence needs to be included with this application.
- Signed and dated application

NOTE: A copy of the permit, if required and a copy of the City or County final inspection approval must be supplied when work is complete, or approval may be revoked.

**LA RESIDENCE CONDOMINIUM ASSOCIATION
HOMEOWNERS' ASSOCIATION, INC.**

Architectural Change Request Form

SECTION III – Acknowledgment of Applicant:

I/We hereby make application for the above described architectural change. I/We understand that application does not guarantee approval and that any approval must be received in writing from the Board of Directors prior to making the alterations sought in the application. I/We acknowledge that we have read, understand, and will abide by the La Residence Condominium Association, Inc. Declaration of Covenants and Restrictions. I/We understand that my/our application may be delayed if insufficient information is included in my/our request. I/We further understand that I/we may not deviate from the plans submitted to the Association and that any such variation or deviation would require me/us to re-submit the application.

I/We understand that architectural change approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the proposed change. I/We further understand that I/We must follow all local building codes.

I/We hereby agree that as a condition precedent to granting approval to any request for change, alteration or addition to an existing structure, dwelling, applicant, heirs and assigns thereto, assume full responsibility for the costs, liability, repair, upkeep, maintenance and/or replacement of any such change, alteration or addition. It is understood and agreed that the La Residence Condominium Association, Inc. and HRT Realty Services LLC., are not responsible for any damages or action that may result from the approval of this request.

_____ Date: _____
Signature of Applicant(s)

_____ Date: _____
Signature of Applicant(s)

Once you have completed all the above and attached the items listed in Section II, please mail application at the address listed in the beginning of the form.

DO NOT WRITE BELOW THIS LINE

Approved: _____ Approved with Caveats*: _____ Disapproved: * _____

Signature of BOD ACC designee: _____ Date: _____

Comments / Conditions:

Signature of BOD President: _____ Date: _____

*****PLEASE NOTE THAT APPROVALS, ONCE RECEIVED IN WRITING FROM THE ASSOCIATION, ARE VALID FOR NO LONGER THAN SIX (6) MONTHS FROM THE DATE APPROVED. *****