

# Fox Chase IV – Phase I Condominium Assoc.

*c/o SURF SITE PROPERTY MANAGEMENT*

*201 W. Sylvania Ave. Suite 1 ♦ Neptune City, NJ 07753 ♦ P: 732-869-4450 ♦ F: 732-869-4460*

## MODIFICATION REQUEST FORM

In accordance with the Master Deed and Bylaws of The Fox Chase IV C.A. Phase I, I hereby apply for permission to make the following alterations to the premises of:

Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Proposed Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manufacturer: \_\_\_\_\_ Style: \_\_\_\_\_ Model #: \_\_\_\_\_

Color: \_\_\_\_\_ Materials: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. Appropriate brochures and/or copies of page(s) from manufacturer's booklets.
2. Contractor's Certificate of Insurance.
3. Sketches of proposed modification if applicable.
4. Indicate materials to be used, color, dimensions, and any other pertinent information. The materials used and the color must conform to the existing materials and colors.

The Unit Owner(s) of the premises is fully responsible for the maintenance and upkeep of the modification. The Unit Owner(s) authorizes the Board of Directors or Managing Agent to inspect the premises concerning this application. The Unit Owner(s) will abide to all terms and conditions of the approval procedures, the Declaration of Covenants, Conditions, and Restrictions, the By-Laws, and the Rules and Regulations of the Association as they apply to this modification request. The Board of Directors, upon notification to the Unit Owner, is authorized to employ, engage, or hire any professional consulting entity that they may deem reasonably necessary to properly review the modification request, the cost of which will be charged to the Unit Owner(s).

If applicable, this approval may be subject to review by the Borough of Tinton Falls. It is not intended to substitute for a building permit or any other permit that may be required. It is the Unit Owner's responsibility to obtain any municipal approvals, assuming the borough permits this modification. The Unit Owner(s) is responsible for disposal of debris off site.

### I have read and understand the above requirements:

Unit Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_