

Sunset Plaza Condominium Architectural Change Request

Unit Owner: _____ Date: _____ 20__

Address of Unit: _____ Phone #: _____

Nature of Improvement/Change: _____

Color (If Applicable): _____ Dimensions (If applicable): _____

Location (If Applicable): _____

Construction Material (if applicable): _____

Supplier: _____

Installer: _____ Approximate Cost: \$ _____

* A sketch of all improvements must be attached to this request form to show the location and dimensions of work to be performed.

By submission of this request for approval, the Homeowner acknowledges and accepts all liability for any and all damages to common area resulting from requested alteration and/or any deficiency caused thereof.

* Please submit this request to: Sunset Plaza Condominium Association, in care of the Property Management Company.

Date Submitted: _____ Homeowner Signature: _____

This section to be completed by Building & Grounds Committee

Date received by BOD: _____ Forwarded to Building/Grounds Committee: _____

Received by Building/Grounds: _____ Inspected: _____

Coordination with neighbors: _____ (date & time confirmed) _____

Recommendations from Board: _____

Discussed by BOD: _____ Approved: _____ Disapproved: _____

Reason(s) for action other than recommended by Building/Grounds Committee: _____

Date forwarded to Homeowner: _____ Date filled in Homeowner file: _____