

Renovation Request Form

General Notes: Structural modifications and/or the relocation or addition of plumbing, HVAC and electrical equipment require drawings from an engineer designing the project. Any modification to the Condominium's plumbing vent system (Sovent) requires approval by the manufacturer of the vent system (the Condominium's management office can provide you contact information).

The modifications to the unit set out in this application, when approved by Management, and completed in accordance with the terms set out herein and the Condominium's documents, will not result in the acceptance of the modification by the Condominium for the purposes of insuring the unit. The Condominium suggests that the unit owner insure the modification as part of unit owner's homeowner insurance policy. The Condominium's obligation to insure the unit extends only to the original construction elements of the unit, therefore any modification, improvement and/or addition to the unit will not be replaced in the event of a casualty under the terms of the Condominium's property insurance policy.

Any cost associated with this improvement shall be the responsibility of the unit owner, to include any and all cost incurred by the Condominium.

1. Name (Please print)_____
2. Address of proposed change_____
3. Home Telephone:_____
- Work Telephone_____ E-mail Address_____
4. General description of proposed change:

5. Please list contractors: (please attach a Business License and Insurance Certificates for all contractors involved. Certificates must include liability 7 workman's compensation coverage. Certificates must be on file with the building manager prior to the commencement of work).

Architect_____ Phone No._____

Engineer_____ Phone No._____

Contractor_____ Phone No._____

Contractor_____ Phone No._____

6. Estimated start date:_____
7. Estimated completion date:_____
8. Unit owner understands and agrees that no work on this request will commence until written approval has been obtained from building management.
9. Unit owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months and completed within 12 months, following approval.

Moreover, owner(s) agree to honor any deadlines established for the completion of the proposed improvements referenced herein.

10. Unit owner agrees to store construction materials only in their unit, rather than in common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view. Owner understands it is their contractor's responsibility to clean up any debris immediately and at the end of the work day.
11. Nothing contained herein shall be construed to represent that alterations to the unit in accordance with these plans shall not violate any of the provisions of the Building and Zoning codes of Baltimore City, to which the above property is subject. The unit owner agrees to prepare and have recorded in the Land Records of Baltimore City a modification to the Plat, should it be required. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
12. Where required, appropriate building permits shall be obtained from Baltimore City prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
13. Unit owner further understands and agrees that any alterations undertaken before written approval are obtained are not permitted and that the unit owner may be required to restore the property to its former condition at the unit owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of the unit owner.
14. Unit owner agrees to give management express permission to enter the unit owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.
15. Unit owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
16. FEES & DEPOSITS: With this request, and prior to commencement of work, the applicant is required to pay the Condominium the following common area damage deposit: (Interest is not paid on deposits)

<u>Number of days</u>	<u>Deposit</u>
Up to 2 days	\$250.00
3-9 days	\$500.00
10-20 days	\$1,000.00
21 days or over	\$5,000.00

At the completion of work, the common areas will be inspected and any elevator padding fees will be determined and billed. (\$25 per day) Once the amount billed is paid, the deposit check will be returned to you. If the work requested includes architectural changes, a \$100 non-refundable review fee will also apply.

The above and/or attached information accurately represents the alterations I wish to make to my unit. I agree with the terms and conditions set out in this application.

Unit owner's signature & date _____

Unit owner's signature & date _____

(Unit owner includes ALL persons listed as owners of the unit)

Please leave a copy of this application and supporting documents to the Building Manager's attention at the front desk. Please do not include originals as they will not be returned.

Please be sure to share the attached rules for working in the building with your contractor.