

# Alteration/Modification Request Form

Please complete this form and return to:

## Pennywise Property Management

42450 Hayes Rd, Suite 5, Clinton Twp., Mi 48038

Fax: (586)566.5799

[www.pennywiseproperty.com](http://www.pennywiseproperty.com)

[Pennywisepropertymgmt@gmail.com](mailto:Pennywisepropertymgmt@gmail.com)

Community: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Owner's Name: \_\_\_\_\_

Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Unit #: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

Requested Modification: \_\_\_\_\_

\_\_\_\_\_ Exterior Appearance

\_\_\_\_\_ Landscaping

\_\_\_\_\_ Structural

\_\_\_\_\_ Other

Explanation of Modification: \_\_\_\_\_

Please be advised that you must submit a drawing or picture for any modification that requires it such as landscaping, decks or patios. Please list materials to be used and dimensions.

### Please read the following before signing.

1. A licensed contractor who is insured will perform actual construction. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.

2. I/we have read all applicable sections of the Bylaws and I/we understand same.

3. All maintenance of this Alteration/Modification will be performed at my/our expense or any future owners of my/our property.

4. I/we understand that, should legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense or any future owners of my/our property.

5. Decks/Patios cannot be installed over a drainage wale or sprinkler head. In the event the deck/patio does interfere with such drainage or sprinkler system, I/we understand that I/we will be required, at my/our expense, to correct the drainage or sprinkler system to the Association's satisfaction.

Co-Owner: \_\_\_\_\_

Spouse: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_

Date: \_\_\_\_\_