

Unit #: _____

Date: _____

Request for Modification

Any modification to the exterior of your home such as, but not limited to a deck/patio, satellite dish, storm door or awning first need written approval from the Board before starting the project.

Below is a checklist of items that should be included in your Request for Modification form to ensure your request will be forwarded to the Board. Not having all required information may result in your request being returned and therefore a delay on the start date. This is a general form and check list to cover all Communities managed by 4 Star Property Management. It is suggested to contact our office to obtain requirements specifically for your Community.

- Completed Modification Request form
- Sketch/drawing of modification showing the modification in relationship to the home
- Dimensions of modification requested (specifically for decks, patios and flower gardens)
- Materials to be used including color and size if applicable
- Contractor and certificate of insurance
- Township/city approval or permits

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Request for Modification Form

Community Name: _____

Homeowner Name: _____

Address: _____

Phone #: _____ **Email:** _____

Start Date: _____ **Duration of Project (Days):** _____

Provide a description of the project. Include second sheet if needed. Please type or print legibly:

Contractors Name: _____ **Phone #:** _____

Address: _____

Does your contractor have proof of insurance? Yes No

I have received, read and understand the Community governing documents in regards to alterations to my home. I agree to abide by the policy and to proceed only after receiving written approval from the Board. I further understand that the Board approval is subject to the building code of the Township/city. I further understand that upon applying for a township/city permit, disapproval of plan shall require resubmission of the new plan to the Board.

Signed: _____ Date: _____

BOARD USE ONLY:

Date Received: _____

Date Approved: _____

Approval Status:

Approved _____ Approved as Noted below: _____ Declined: _____
