

INNER HARBOR VILLAGE

REQUEST FOR APPROVAL FOR REPAIR, MAINTENANCE OR REMODEL

ADDRESS \_\_\_\_\_

All repairs, maintenance or remodeling of the dwelling unit, limited common or common areas must be approved by the Board of Directors of the Inner Harbor Village Condominium Association. The Association has adopted a process for submitting and approving owner repair or remodeling requests. Please refer to Inner Harbor Village PROCESS FOR REPAIR, MAINTENANCE OR REMODEL.

All repairs, maintenance and remodeling to limited common or common areas require the written approval of the Association.

Routine repairs or maintenance can be quickly facilitated such as painting or minor repairs to decks, porches, etc. Larger repairs or remodeling may require an owner to submit plans and specifications for the work requested. Please refer to the Policy for clarification.

Please generally define your request such as deck repairs, lattice replacement, painting, etc. Include a general description of the location of the repairs and if the repairs are simply repairing or replacing the existing conditions with like materials and finishes (colors).

MINOR REPAIRS OR MAINTENANCE (no alteration to common or limited areas to include walls, decks, electrical, plumbing, finishes, etc.):

LOCATION \_\_\_\_\_

REPAIRS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF REPAIR

PROVIDER/CONTRACTOR \_\_\_\_\_

Are they licensed and insured? \_\_\_\_\_ (Yes/no)

Proof of licensing and insurance is required.

When will the work be performed \_\_\_\_\_?

MAJOR REPAIRS OR REMODELING (includes altering portions of the dwelling unit, limited common or common areas such as walls, flooring, electrical, plumbing, or current finishes, etc.)

LOCATION \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

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NAME OF CONTRACTOR(S) \_\_\_\_\_

Are they licensed and insured? \_\_\_\_\_ (Yes/no)  
Proof of licensing and insurance is required.

When will the work be performed \_\_\_\_\_?

MAJOR REPAIRS OR REMODELING MAY REQUIRE SUBMITTING PLANS AND SPECIFICATIONS PRIOR TO OBTAINING APPROVALS TO PROCEED.

ALL THIRD PARTY REPAIRS AND REMODELS MUST BE COMPLETD BY LICENSED AND INSURED CONTRACTORS.

OWNER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_