

Vantage Pointe

REQUEST FORM FOR INTERIOR OR EXTERIOR MODIFICATION(S)

Please complete this form, providing as much detail as possible in the written description and in the detailed drawing (if applicable).

Flooring: The Board of Directors is no longer approving laminate flooring to be installed in units due to the large damage that occurs to units from water losses. Only carpet, linoleum and vinyl plank flooring options will be approved.

Name: _____

Unit #: _____ Date of Request: _____

Are you an owner or a tenant? If you are a tenant, please provide the owner's name, address and signed approval below:

Owner's Name: _____ Owner's Phone Number _____

Owner's Address: _____

Owner's Signature: _____

Detailed Description of Request (please provide drawing on reverse side if applicable):

Date of Planned Project Commencement: _____

Date of Planned Project Completion: _____

Date of Board Approval: _____

Board Member Signatures: _____

Comments:

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**** All flooring modifications must meet a minimum requirement of 6 mm cork underlay or the equivalent of IIC (Impact Insulation Class) rating of 73 and STC (Sound Transmission Class) rating of 73****

In support of this application, the following required items must be submitted:

- A copy of plan and specifications
- A copy of building permits if applicable
- A list of materials, types of surfaces/finishes, colors, dimensions etc.
- Acoustic underlay specification sheet

If application is incomplete, the reviewer will notify the application as to the needed documents or information and the application will not be further considered until receipt of these materials or information.

I will assume the responsibility of any work under the proposed above improvement that I may or my licensed contractor may accomplish which may, in the future, adversely affect the common area. I will assume responsibility for all future maintenance of this addition and/or improvement. I will ensure that any/all materials that are a result of the renovation shall be removed from the property and not disposed of in the regular on-site garbage areas.

___ I agree that all renovation materials will be taken off-site for disposal and I will ensure my tenant, or contractors are not putting garbage into the garbage bins located on property

___ I will ensure the elevator is properly booked through Go Smart Managers for my renovation needs.

**** RENOVATIONS MAY ONLY TAKE PLACE DURING THE HOURS OF 9:00 AM to 6:00 PM EFFECTIVE EACH DAY OF THE WEEK ****

Please provide a drawing/sketch in space provided below or attach additional drawing sheets:

