

FORMS

RENOVATION REQUEST FORM

(Please print)

Name of Condominium: _____ Unit Number: _____

Owner Name: _____ Phone number: _____

E-Mail Address: _____

Please note that prior written approval from the Board is required prior to undertaking:

- A. Improvements, installations or changes to the interior and/or exterior of your unit;
- B. Any and all structural/mechanical/electrical changes inside your unit; and

The By-Laws of the condominium require that all owners/residents obtain prior written consent of the Board prior to proceeding. If you are planning to undertake any of the above mentioned, please complete this request and remit it to Go Smart Property Managers at:

E-Mail: info@gosmartmanagers.com
Delivery: Suite 230, 1010 – 8th Ave SW
Calgary, AB T2J 1P2

The owner/s must provide the following information to the Property Manager prior to their request being considered. Owners must receive the written permission of the Board prior to undertaking any changes or work as described above:

1. Details for the project, including color, type/s of material, etc.
2. Information must be provided on who will be installing and/or undertaking the repairs. A qualified individual must undertake the work and they must provide copies of their insurance with \$2,000,000.00 liability and a WCB letter indicating they are in good standing to the Unit Owner prior to the commencement of any work.
3. Owner/s are to provide timing of the proposed project (i.e. hours of work, expected dates of work, expected date of completion, etc.).
4. Owner/s agree that all construction materials will be removed from the site by the owner and/or the contractor in a timely manner. Owner/s acknowledge that any and all materials related to the renovation or improvement, including construction waste, are to be disposed of off-site, at the cost of the owner. No waste is to be dumped in the common garbage facilities provided by the Condominium Corporation.
5. Owner/s agree to meet the requirements of any applicable legislation, condominium by-laws, building codes and obtain where necessary permits and provide copies of same to the Board.
6. If your renovation request has been approved, Go Smart Property Managers will advise you in writing.
7. Based on a contravention of the above – or subsequent concern within the boundaries of the existing By-Laws: The owner agrees that the Board of Directors reserves the right to order the removal of all items and appropriate repair/installation with 15 days notification at the owners cost; and that should the owner not have this item removed in that time-frame the Board reserves the right to have it removed by a trade with all costs and administration fees being charged back to the owner.

Owner#1 Signature: _____ Date: _____

Owner#2 Signature: _____ Date: _____

GO SMART Property Managers Inc.

Suite 230, 1010 – 8th Avenue SW, Calgary, AB T2P 1J2

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