



- SALES
- LEASING
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Residential | Commercial | Coastal

2200 W. Hamilton St.  
Suite 204  
Allentown, PA 18104  
tel 610-820-9888  
fax 610-820-7595

**MODIFICATION REQUEST FORM**

***Please Note: Submission of this form is required for any interior modification of the Common Elements and for any and all exterior maintenance and/or modifications.***

In accordance with the provisions of the Association Documents of the Association, I hereby apply for permission to make the following modifications to the premises:

Nature of Modification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S PHONE NUMBER: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Please Note:

- 1.) Applicant must indicate materials to be used, color and other pertinent information. Any materials and/or color(s) used must conform with the existing materials and colors. Attach appropriate sketches or drawings and description of work to be done.
- 2.) Applicant must include information on contractor (i.e. name, telephone number, etc.) and include a copy of contractor's Certificate of Insurance, if a contractor is to be utilized.
- 3.) Applicants should contact the Management office and/or the Executive Board with regard to any conditions previously adopted by the Board which may apply to the specific nature of the modification (i.e. storm door installation, deck installation, etc.).
- 4.) Modifications must be completed within six months of approval date. Should approval expire, applicant must re-submit their request.
- 5.) All maintenance of modifications and any damages caused by the modification will forever be the responsibility of the Unit Owner, both current and future. At the option of the Board, any modification to the Common Area may be required to be returned to it's original state upon the sale of the Unit.
- 6.) The Association, Management, and/or contractors hired by the Association, will not be responsible for any damages caused to any personal property or any modifications of or in the Common Area.

Signatures of all Owners Required: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Board: \_\_\_\_\_  Approved  Disapproved

Please mail to:  
David A. Klein Real Estate  
2200 W. Hamilton Street, Suite 204  
Allentown, PA 18104-6385