

MULBERRY SQUARE CONDOMINIUM ASSOCIATION MODIFICATION REQUEST

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS. BY COMPLETING THE FORM AND SUBMITTING IT TO THE BOARD FOR CONSIDERATION, YOU ARE AGREEING TO ALL OF THE FOLLOWING TERMS AND CONDITIONS:

1. You agree to complete and submit the Modification Authorization Form to the Board and to wait until written approval before beginning any proposed work.
2. You agree to provide a detailed and accurate description of the proposed work, including all appropriate sketches, drawings and artwork. You agree to timely provide additional information which the Board deems relevant to the Request.
3. You agree to utilize licensed and insured service providers and provide the required documentation set forth below regarding those contractors.
4. You agree that the work will comply with all township, county and state codes.
5. You agree to obtain all required permits for the work.
6. You agree that you, as co-owner, will be responsible for all costs of maintenance, repair and replacement associated with the modified structure or common element after installation or construction as long as you own the unit.
7. You agree to provide notice to adjoining co-owners of the proposed modification by providing them with a copy of this request, when it is submitted to the Board.
8. You agree to inspection by the Board no later than two weeks after project completion.
9. You agree that on sale of the unit, you will either obtain agreement of the prospective purchaser to assume obligations for the modified improvement or otherwise be responsible for a special assessment in a reasonable amount for restoring same to original condition. Any statement of assessments due and owing will include this amount unless the purchaser has signed a written assumption of responsibilities in this agreement.
10. You agree and represent that all information submitted is truthful and accurate and that you are current in payment of all assessments.

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ UNIT NUMBER: _____

MODIFICATION REQUESTED (in detail) (attach plans with dimensions on separate sheet, if applicable):

THIS MODIFICATION WILL AFFECT THE FOLLOWING:

Exterior Appearance_____	Limited Common Elements_____
Structure of Unit_____	General Common Elements_____
Landscaping_____	Other_____

CONTRACTOR NAME AND PHONE NUMBER:_____

1. LICENSE NUMBER:
2. INSURANCE POLICY NO.:
3. DOES MODIFICATION CONFORM TO LOCAL CODES:
4. PROSPECTIVE DATE OF APPLICATION FOR PERMIT:
5. BUILDING PERMIT NUMBER:
6. ANTICIPATED COMPLETION DATE:

BOARD ACTION

This modification request has been reviewed by the Board of Directors on _____
and is:

Accepted with the following conditions:

Rejected due to:

PLEASE RETURN THIS FORM TO:

for the Board of Directors

**Mulberry Square Condominium
Association c/o AMI
47200 Van Dyke Avenue
Shelby Township, MI 48317
FAX to: (586) 739-6006
Email to: ami@amicondos.com**