

# The Abbey Management Association, Inc. Alteration & Modification Request

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

(NOTE: This is a two page form. Both pages must be completed & submitted)

## OWNER INFORMATION

Name(s)

Abbey Address

Phone #

Cell #

Other Phone #

Email Address

## MODIFICATION REQUEST TYPE

\_\_\_\_\_ Exterior Appearance (i.e. shutters)

\_\_\_\_\_ Structure (i.e. walls)

\_\_\_\_\_ Electrical/Plumbing (change from original installation)

\_\_\_\_\_ Common Elements (i.e. enclosing lanai)

\_\_\_\_\_ Flooring (i.e. replacing carpeting with tile)

\_\_\_\_\_ Other

## Explanation of Modification

***You must submit a drawing for any modification and/or vendor's brochure. The drawing should include a site plan and the scale should be 1/2 inch = 1 foot. Please list sizes and materials to be used.***

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## CONTRACTOR INFORMATION

Name		
Address		
City	State	Zip
Phone #	Fax #	

## DISCLAIMER AND SIGNATURE

1. **Actual construction shall be performed by a fully insured licensed contractor. All applicable codes and regulations must be in compliance and all necessary permits will be obtained at my/our expense.**
2. **I/we have read all applicable sections of the Bylaws and I/we understand same.**
3. **All maintenance of this alteration/modification will be performed at my/our expense.**
4. **I/we understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.**
5. **Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.**
6. **This alteration/modification is subject to all requirements of the Bylaws and other applicable regulations.**
7. **I/we understand that it is my/our responsibility to advise future assigns and of their responsibility for same.**
8. **All of the above information is truthful and accurate.**

Signature _____	Date _____
Signature _____	Date _____

**\*\*NO WORK SHALL COMMENCE BEFORE RECEIVING BOARD APPROVAL\*\***

## REQUEST REQUIREMENTS

Please be aware that an incomplete request package will cause delays in processing. The following items must be included in order for Anchor Associates and the Board of Directors to proceed:

- \_\_\_\_\_ Completed Alteration & Modification Request form
- \_\_\_\_\_ Drawing and/or Vendor Brochure
- \_\_\_\_\_ Copy of Contractor's License
- \_\_\_\_\_ Copy of Contractor's Insurance

### Return this request to:

The Abbey Management Association  
c/o Anchor Associates, Inc.  
2340 Stanford Court  
Naples, Florida 34112  
(239)649-6357 phone (239)649-7495 Fax  
Admin@AnchorManagers.com



## Request Approval

\_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved

Date \_\_\_\_\_  
By \_\_\_\_\_  
Board Officer or Director