

TOWNHOUSE PLAZA COOPERATIVE

ALTERATION/MODIFICATION REQUEST

Date: _____ Unit #: _____

Member Name: _____

Member Address: _____

Home Phone: _____ Business Phone: _____

REQUESTED MODIFICATION

- Exterior Appearance Structural parts of Unit
 Landscaping Other: _____

EXPLANATION OF MODIFICATION

Please note that you must submit a drawing for any modification which requires landscaping modification, etc. Please list sizes and materials to be used.

This work will be performed by: _____

Contractor Address: _____

Contractor Phone #: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Bylaws, Occupancy Agreement and Rules and Regulations 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, modification to this variance, they will be done at my/our expense.
5. Any maintenance costs incurred by the Cooperative, as a result of this variance, will be at my/our expense.
6. This alteration/modification is subject to all requirements of the Bylaws, Occupancy Agreement and other applicable regulations at the Board of Directors' discretion.
7. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of the modification and of their responsibility for same.
8. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE
UNTIL WRITTEN APPROVAL IS RECEIVED**

Date

Signature of Member

RETURN COMPLETED FORM TO:

**TOWNHOUSE PLAZA COOPERATIVE
19000 HIGHTLITE DRIVE SOUTH
CLINTON TOWNSHIP MI 48035**

Approved By: _____

Date: _____

Denied By: _____

Date: _____

Reason for denial: _____