

TOWNSENDE HOMEOWNERS ASSOCIATION, INC.

C/O ACCESS PROPERTY MANAGEMENT • 4 Walter E. Foran Blvd., Suite 311 • Flemington, NJ 08822
Tel 908-806-2600 • Fax 908-806-7383 • E-Mail vrobitzski@accesspm.com

MODIFICATION REQUEST FORM

In accordance with the Declaration of Covenants, Conditions and Restrictions of the Townsende Homeowners Association, Inc., and the Rules and Regulations of the Association, I hereby apply for permission to make the following alteration to the premises as described below:

Owner's Name _____ Phone _____ (h)

Address _____ Phone _____ (w)

E-Mail _____

Home Address (if different than above) _____

EXPLANATION OF REQUEST:

Nature of Modification: _____

CONTRACTOR: _____ Phone _____

ADDRESS _____ Email _____

If Approved, I understand that I need to provide the Association with a copy of the written contract; proof of insurance meeting Association minimum requirements, and a copy of the building permit and/or other approvals required. Additionally, I must ensure the project is completed in accordance with all applicable building codes and requirements and that all utility mark outs are made before any digging commences.

ⓈNote: Please attach any appropriate drawings indicating design and appearance. Also list materials to be used, including color, and any other pertinent information that may be required by the appropriate rules.

Date: _____ Signed: _____

Signed: _____

FOR OFFICE USE ONLY

Date to ACC/BOARD: _____ Date of Letter to H.O.: _____ Sign-Off Date: _____

Conditions for Approval or Reasons for Denial: _____

BOARD DECISION: APPROVED: _____ DENIED: _____

BOARD SIGN-OFF: _____

APPROVAL/INSPECTION OF COMPLETED PROJECT/FINAL PERMITS RECEIVED: _____ DATE: _____