

REQUEST FOR ALTERATION

DATE: _____

TO: Board of Directors

FROM: _____
Name

Address

In accordance with the declaration and By-Laws of Kenwood Forest II Condominium Association and the Maryland Condominium Act, I/we would like to perform the following changes/alterations/renovations/additions and/or removals to my condominium or the common elements.

Address

A copy of the plans and specifications are attached (describe in detail).

Work is planned to be performed from _____

to _____.
(estimated completion date)

KFII Management Office

6658A Hillandale Road, Chevy Chase, Maryland 20815 | 301.657.2683 | kenwoodforest2@verizon.net

I understand that this work is subject to and in consideration of the Condominium Association's consent to the following provisions:

1. All subcontractors should have liability and worker's compensation insurance and the certificate of insurance for each contractor will be provided to Condominium Association.
2. All work is to be done at my expense.
3. All work will be done expeditiously when commencing and will be done in a good workman-like manner by a contractor acceptable to the Condominium Association.
4. All work shall be performed at times and a manner as not to interfere with the other condominium owners (8:00 a.m. to 7:00 p.m., Monday thru Friday).
5. It is expressly understood that all warranties, guaranties, will be voided on any system that may be the original subcontractor of the building/property/home.
6. I assume all liability and will be responsible for all damage and /or injury to the common elements, including doors and surfaces, roadways, landscaping, etc., as a result of this work being performed.
7. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work.
8. I will assume responsibility for cleaning up the common elements and trash disposal.
9. I will be responsible and assure appropriate licenses, building permits and inspections required by local state agencies, bureaus and entities be obtained.
10. I will be responsible for any pay for additional, unanticipated work or cost as a result of performing this request within the unit, on the common elements or to other units as a result of:
 - a. Inspections or citations from governmental licensing or regulations, entities and/or agencies.
 - b. Work or cost required of a correctional and/or replacement nature to mechanical, heating, air conditions, plumbing, electrical, flooring and/or wall boards.
 - c. Work or cost on environmental requirements such as asbestos abatement, encapsulation, etc.
11. The plans for all work will conform to building codes and appropriate building licenses and permits will be obtained by the contractor in advance and displayed, as required.

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12. The name, address, and telephone number of the responsible contractors are:

FIRM NAME	CONTACT	ADDRESS	TELEPHONE

13. Any work within the building utility and structural systems will be coordinated with the building staff.

Unit Owner SIGNATURE

Unit Owner (2) SIGNATURE

Approved by:

Secretary
Board of Directors