

MODIFICATION REQUEST FORM

Regency Management Group
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Howell, NJ 07731
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In accordance with the Declaration of Covenants, Conditions and Restrictions of _____, I hereby apply for permission to make the following alterations to the premises as described below:

Owner's Name _____

Address: _____

Home Phone: _____ Work Phone: _____

Email address (optional): _____

Nature of Modification:

Color (if applicable): _____

Contractor: _____

Address & Telephone Number of Contractor:

Owner(s) Signature(s): _____ Date: _____

NOTES:

1. If applicable, the materials used and the color must conform with the existing materials and color.
2. Email, fax or mail appropriate sketches and/or drawings with description of work to be done.
3. Indicate materials to be used, color and other pertinent information including name and telephone number of contractor.
4. A plot plan and closing survey must also be submitted indicating placement of decks, patios, landscaping, etc.
5. All modifications and any damaged caused by the modification become the homeowner's responsibility.
6. Modifications are subject to inspection by the Board of Directors / Architectural Control Committee for compliance with regulations and approvals.

----- **FOR OFFICE USE ONLY** -----

APPROVED: _____ DISAPPROVED: _____

REMARKS: _____

Any further modification or changes to the original approved modification must be returned to Regency Management Group for Board approval.