**VILLAGE VISTAS CONDOMINIUM**

**MODIFICATION REQUEST FORM**

**Homeowner Name(s)** **Unit Number**

**Telephone Number** **Date of Submittal**

**Type of Change or Addition**

**Contractor’s Name**

**Contractor’s Address**

**Telephone Number** **Contractor's License Number**

* The applicant must **attach a copy of the Contractor's liability insurance certificate.** Village Vistas Condominium must be listed as an additional insured.
* The applicant must **attach a copy of the** **Contractor's Workman's Compensation Policy.**
* The applicant (Homeowner) agrees to indemnify and hold harmless Village Vistas Condominium and its Managing Agent from any claim that may be made by reason of property damage or personal injuries that result from the installation of said modification and/or addition.
* If Village Vistas Condominium must institute legal action for any reason associated with the agreement, the Homeowner(s) agree that they will pay all costs of litigation, including court costs, legal fees, etc.
* Homeowner(s) agree they are solely responsible for the maintenance of the modification. There shall be no added expense to the Village Vistas Condominium.

**Requirements of proposed modification**

* Provide detailed sketch of design/layout of the modification with dimensions showing proximity to house and property line. The sketch should provide enough detail and accuracy to support Board review and approval of project.
* List brand names, colors and full identification of materials to be used.
* For plantings, species name and mature sizes must be included.
* If needed (deck stairs, generator), Permit from Village of Port Jefferson to do the work.
* If needed, notarized affidavit authorizing Village to enter and inspect the project site.

**Homeowner signature**

**Homeowner signature**

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**Sketch of Modification. Include all required information on this page. Use separate sheet if necessary.**

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**For use by Board of Managers**

**Project Unit # Date received:**

**BOM Meeting Date: ( ) Approved ( ) Not Approved**

**Date Notice sent to Homeowner: Board Member Signature:**