

SIMCOE CONDOMINIUM CORPORATION NO. _____
CONDOMINIUM MODIFICATION/CHANGE REQUEST

To: The Board of Directors, SCC No. _____

Date: _____

From: _____

Phone: _____

Address: _____

In accordance with the *Condominium Act, 1998, Declaration, Bylaws, Rules and Section 98 of the Act* I/we are requesting approval to make the following modification/changes to the common elements associated with our unit. I/we agree and acknowledge that the requested addition below is solely our responsibility to maintain, repair, replace, and insure. I/we agree and acknowledge that we cannot commence any work prior to receiving written approval from the board of Directors. The Board of Directors will not consider this request unless the appropriate paperwork is attached.

Required: Section 98 – Cost \$240.00 plus HST = \$271.20 Received

Cheque payable to: E & H Property Management

Proposed Modification/Change:

Date work is to commence: _____ **Estimated Date of completion:** _____

Name of Contractor: _____ **Phone:** _____

Attached: Brochure(s)

Catalogue(s)

Drawing(s)

Copy of Contractor's WSIB Clearance Certificate, Liability Insurance and any other applicable licences.

In order to register the document on title, we require the full legal name(s) of the owners, exactly as shown on the deed. Note: If the Registry Office returns the document for an incorrect name, there will be an additional \$100 (plus HST) cost to redo the agreement and register.

Name(s) Registered on Deed: _____

Use by Board, SCC# _____

Comments & Specifications:

Board Approval (Not valid without Board signatures)

Date of Board Meeting

Property Management Received Copy

Date

Alteration Approved/Denied

Please submit this form and all required documents to your Board of Directors c/o Property Management