

APPLICATION FOR ALTERATION FORM

LOCATION

PROPERTY

CONDOMINIUM CORPORATION NO.

UNIT NUMBER

ADDRESS

CITY

DESCRIPTION

Please provide a detailed description of the “addition, alteration, or improvement” (referred to as the work throughout), and attach full page drawing(s) or picture(s) of the work you are requesting.

PLEASE COMPLETE SECTION A if you are planning on making a minor addition, alteration, or improvement and you will be performing the work yourself (i.e. planting flowers etc.).

PLEASE COMPLETE SECTION B if your request requires the use of a professional or certified individual or an outside contractor.

PLEASE REVIEW SECTION C if your request causes the need for an additional indemnity agreement (outside the Corporation's Blanket Indemnity Agreement).

Please note that any requests need to be approved in writing before any work begins.

SECTION A

THIS WORK WILL BE PERFORMED BY

SECTION B

CONTRACTOR NAME

WSIB

INSURANCE POLICY NUMBER

COMPANY NAME

INSTALLER CERTIFICATE NUMBER (IF REQUIRED)

ENGINEER CERTIFICATE NUMBER (IF REQUIRED)

SECTION C

SECTION 98 AGREEMENT

Under Section 98 of the Act "An owner may make an addition, alteration or improvement to the common elements that is not contrary to this Act or the Declaration if; the board has approved same and the owner and corporation have entered into an Indemnity Agreement under this Section.

Once the 'change' is made, its repair and maintenance becomes the responsibility of the owner (which is assignable to future owners of the unit). The Board of Directors has the right at any time to have the 'change' altered, removed or maintained, at the owner's expense."

If a Section 98 Indemnity Agreement is not registered on title to your unit, one must be registered by you. This will be done at your expense and the Corporation reserves the right to designate the lawyer and agreement form to be used.

Each owner must therefore submit a brief explanation, picture and/or diagram of said proposed alteration to the Board for its approval. Proposed work may NOT be made until the Board approval has been given AND a signed copy of the form returned to the owner. No deviation to the alteration as described on the approved application will be allowed without re-submitting a new request.



IT IS UNDERSTOOD AND AGREED HERETO THAT;

- a) Any damage caused to the common element(s), unit(s), person(s) or personal property of any resident(s) visitor(s) owner(s) while performing or in order to perform the work will be your responsibility to repair or replace.
- b) Utility Locates must arranged, performed, and paid for prior to any digging on the property.
- c) Stop work orders if given by management must be adhered to immediately.

THE FOREGOING IS HEREBY ACKNOWLEDGED AND AGREED TO:

<u>OWNER NAME</u>	<u>OWNER SIGNATURE</u>	<u>UNIT NO.</u>	<u>REQUEST DATE</u>
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<u>OWNER NAME</u>	<u>OWNER SIGNATURE</u>
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APPROVED/NOT APPROVED BY THE BOARD OF DIRECTORS OF _____ **No.** _____ **on** _____ **, 20** _____

<u>BOARD MEMBER</u>	<u>BOARD MEMBER</u>
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<u>OR</u> _____ No. _____ BY IT AGENT, MILLCREEK MANAGEMENT INC.	<u>PER MANAGER</u>
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