

Condominium Unit Renovation or Home Business Approval Request Form

SECTION 1 (to be completed by the unit owner)

Date: _____

Condominium Corporation Name: _____

Condominium Corporation Number: _____

Condominium Unit Number: _____(Municipal)

Unit Owners Name: _____

Unit Owners Phone Number: (____) ____ _____

Unit Owners Mailing Address:

Street: _____

Town/City: _____

Prov/State: _____

Postal/Zip: _____

Type of Project *(please check all that apply) (please provide details on page 2):*

Interior

Change of Flooring

Change of Plumbing

Change to Electrical

Change of Gas Lines

Other (please provide additional details):

Exterior

Change/Replacement of Window(s) or door(s)

Instalation of new or additional venting

Change to landscaping

Other (please provide additional details):

Please Provide Additional Details (If more room is required please continue on a separate sheet and attach/staple):

	<u>Yes</u>	<u>No</u>
I confirm I have read the Condominium By-laws and any Restrictive Covenants that may be in place for the condominium or the my unit.	<input type="checkbox"/>	
I confirm I understand my obligations as outlined within my Condominium's By-Laws and any Restrictive Covenants that may be in place for the condominium or the my unit.	<input type="checkbox"/>	
Are you completing this work yourself?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be hiring a Contractor?	<input type="checkbox"/>	<input type="checkbox"/>
If yes:		
I have obtained their Liability Insurance information	<input type="checkbox"/>	
I have obtained a WCB Clearance Certificate for the trade	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if the trade is not covered under their own WCB policy, I as the owner of the unit, and not the condominium am fully responsible for the health and safety of the trades I hire.	<input type="checkbox"/>	
Are they a Certified Trade ?	<input type="checkbox"/>	<input type="checkbox"/>
I have attached the required processing fee payment of \$75.00 + gst (\$78.75), made payable to Asset West Property Management Ltd.	<input type="checkbox"/>	

(Please Note: applications will NOT be processed without payment in full at the time this form is submitted)

(Why is there a charge for processing your application? The condominium has contracted the common area management of the condominium to Asset West, the terms of the contract are based on working with your Board of Directors and all owners for the upkeep, maintenance, management and administration of the common areas as outlined by the Condominium Property Act and your associations By-laws. Additional time incurred for non common area items or in-unit matters are charged and billed to the requesting unit.)

Notes and Additional Terms:

- A) To ensure your request is able to be reviewed in a timely manner, please ensure all areas are completed, uncompleted areas will delay your requests review and or approval. *Normal review and response time is 14 business days from the date your "fully" completed form is received at Asset West Property Managements office.*
- B) Approval of your request is not to be assumed. Your request is only confirmed as approved upon written confirmation from Asset West (on behalf of your Board of Directors)
- C) As the owner of the unit you are liable for all related costs to the processing of your request form, as well as any and all work carried out in relation to the work as indicated on this form and as may arise in the normal course of the work.
- D) The condominium nor Asset West accepts any liability related to the approval or denial of the request, or related in any manner to the work requested and or to be completed.
- E) All work will be done in a professional manner, and all unused materials or refuse disposed of off site at the unit owners costs, by the owner or their trade.
- F) The unit owner assumes all liability for their trade and their performance.
- G) Any and all approved work must be completed between the hours of 8am and 6pm, Monday thru Friday, or Saturday between the hours of 9am and 4pm.
- H) Work may not take place on Sundays or calendar holidays.
- I) Requested work in conflict with the condominiums By-laws: Where any requested work is in direct conflict with the condominiums By-Laws, no approval will be considered. The condominiums By-Laws are legally binding upon all owners and cannot be changed without a 75% in favor resolution of the owners.
- J) Permits must be obtained as required by the local planning and development office, all related and associated costs are to the responsibility of the unit owner.
- K) All work to be completed must meet the Alberta Building Code, and all related requirements.
- L) The costs of all related materials and or incurred time to process this request form will be borne by the unit owner, including but not limited to: professional fees, permits, drawings, long distance phone calls, etc.
- M) Any provided approvals may be withdrawn at any time by the condominium's Board of Directors, with proper notice and reason.
- N) If your submitted request is denied, and you wish to reapply, a new form must be completed in full, and resubmitted including a new processing fee payment.
- O) If the request is approved, the unit owner is required to keep the approved request form on file for future reference if required. The unit owner is also responsible to provide the approved request form to any new owner for their reference and future use.

Section 2 (to be completed by Asset West Property Management Ltd.)

Property Manager: _____

Approval Request Review Date: _____

Processing Fee Received: _____

Condominium Bylaw's:

Does the request conflict with the Condominium's Bylaws? _____

What section of the Condominium's Bylaws were reviewed?

Section: _____ Page: _____

Approval Recommended: _____

If no, reason: _____

SECTION 3 (to be completed by the Board of Directors)

Board Members Name: _____

Board Members Signature: _____

Board Position: _____

Approval Request Review Date: _____

Approval Recommended _____

If no, reason: _____

SECTION 4 (to be completed by Asset West Property Management Ltd.)

Date Application returned to applicant: _____