**RYCROFT TERRACE RENOVATION REQUEST FORM**

**(INTERIOR ONLY)**

Prior to any interior renovations/alterations to your condominium at Rycroft Terrace, you **MUST** submit your plan(s) to the Board of Directors for approval. The Site Manager’s office is in need of the following information from the owners prior to starting renovations. Please complete this form and return it to the Site Manager’s office.

**Note: Upon completion of your renovation, please contact the Site Manager to schedule a final inspection.**

Unit #

Owner(s) Name

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request

Renovation Request

Drawings/Blueprints Attach to request form

and/or Photos

Contractor’s Name

License #, Insurance Co.

(All contractors must read and sign the attached Contractor’s Responsibility Agreement before work commences. Please return the signed from to the Site Manager’s office.)

AREA OF RENOVATION LIST

**Area Type of Renovation Work**

Kitchen

Living Room

Master Bedroom

2nd Bedroom

Bathroom

**Have you received the necessary information to complete your renovations? Rycroft Terrace Bylaws/House Rules and Governing Renovations.**

**Yes No**