



# Application for Alterations

## *Application for Approval of Proposed Interior Unit Alterations, Improvements and Construction*

UNIT OWNER NAME: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_

1. Please review Section 9 of the Ellington Condominium Rules and Regulations for requirements relating to interior alterations and maintenance of units and limited common elements.
2. Please contact the Concierge at 206-443-9599 or concierge@ellingtoncondos.net to obtain a copy of your unit floor plan. On the plan, indicate the scope and location of the proposed work and then attach the plan to this form.
3. Please briefly describe your proposed alterations, improvements or construction in the space below:

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4. When completed, please enclose your Application in an envelope addressed to the Ellington Condominium Owners Association, Architectural Task Force, and leave at the Concierge desk.



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Upon receipt, the Architectural Task Force will review your application and contact you to discuss your proposal and, if necessary, request additional information, details or drawings necessary to assure compliance with the Association Declaration provisions and / or Association Rules and Regulations. The task force will then submit its recommendation to the Board for approval. APPLICATIONS MUST BE APPROVED BY THE BOARD BEFORE ANY DEMOLITION OR CONSTRUCTION WORK CAN BEGIN. THE CONTRACTOR, PRIOR TO START OF CONSTRUCTION, MUST PLACE A \$2,500.00 DEPOSIT WITH THE PROPERTY MANAGER. In the event there are no damages to the building by the contractor, a full refund will be granted.

The task force is also available to answer any technical questions you may have or to assist you in the preparation of your application.

Signature of Owner: \_\_\_\_\_

Date of Property Manager Review:                      Date \_\_\_\_\_

Submitted to Task Forces:                                      Date \_\_\_\_\_

Submitted to Board for Approval:                              Date \_\_\_\_\_