	acia, 1800 2nd St. Suite 853, Sarasota, FL 34236 Complete entire form and forward to: none: 941-315-8044 Fax: 941-870-8490
THIS SEC	TION TO BE COMPLETED BY THE HOMEOWNER
	SIGNATURE:
UNIT ADDRESS:	
PHONE (HOME)	(WORK)
(CELL)	Email Address
DESCRIBE THE CHANGE	/ADDITION/INSTALLATION: (i.e. doors, windows, etc.)

LOCATION: (ATTACH A COPY OF THE FLOOR PLAN/ SURVEY SHOWING THE LOCATION OF THE ADDITION OR INSTALLATION) GIVE DESCRIPTION.

SPECIFICATIONS: (ATTACH A COPY OF THE PLANS OR SUITABLE DRAWING OR PICTURE MUST BE PROVIDED) Describe specific materials, colors, etc. to be used. Include complete information such as window type, tint color, wind specifications, etc. (Your contractor will have this information.)

210 3rd Street West, Bradenton, FL 34205 as the certificate holder.

NOTES:

Owners are responsible for the work/action of persons under their employ, direction or authority. Please supervise the work to ensure that damage to common areas does not occur or is corrected. All waste from the work must be removed by the contractor and is not permitted in the Association dumpsters. There is to be no work after 5:00 PM.

All requests must conform to the local zoning and building regulations. Owners are responsible for obtaining the necessary permits, if your request is approved.

THIS SECTION TO BE COMPLETED BY MANAGEMENT OR BOARD OF DIRECTORS

REQUEST: DATE APPROVED_____DATE DENIED _____

AUTHORIZED SIGNATURE: _____

Comments or Conditions: