

Modification Request Form

Instruction Sheet

Please email the first page of this document to Heritage Property Management, along with any supporting information. You may keep this page for your own information. We will review your request, check for covenant compliance and if appropriate, confer with your community's HOA or ACC to respond to your request within 30 days of receipt. Denials will automatically receive a copy of the request along with an explanation of denial. Approvals will be archived and noted in your account. A user copy of approvals will also be automatically furnished upon completion of your request in the format you selected on page one.

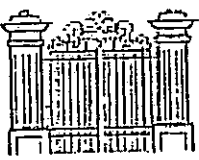
Modification Requests must have approval from Heritage Property Management before work is started. Approval of a request grants permission to agents of Heritage Property Management to make a reasonable inspection of completed modifications.

Approvals of request will usually have a thirty (30) day completion period.

Neither the HOA, ACC, Builder, Declarant nor Heritage Property Management shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes, zoning regulations and other government requirements. The homeowner assumes all responsibility to obtain the appropriate county permits as needed.

Furthermore, this declaration provides that none of the parties mentioned above, nor a member of any of these groups shall be liable for any injury, damages or losses arising out of the manner, design or quality of any approved construction or modification.

If any building permits were obtained, please include a copy of these with your Modification Request Form. If your request includes a new structure being built or erected, please attach a site plan, drawing or picture, and the type of material used (type, grade, color, etc.). A drawing or sketch of the proposed modification might help us to understand your plan better. Feel free to submit designs, drawings or plans along with your MRF as well



HERITAGE

PROPERTY MANAGEMENT SERVICES INC

ATTENTION: NATASHA CAMERON

PHONE: 770-200-8281

FAX: 770-635-6281

E-mail: ncameron@heritageproperty.com

Complete in black ink only and submit via fax, postal mail or email. Today's Date

Community

Name

Address

City, State, Zip

Phone

Fax

Email

Desired-format-of-return notice: Fax Email Postal Mail

Is the change: Structural Cosmetic A change to the property's ingress or egress

Short description of modification

Proposed Start Date

Proposed Finish Date

Please give a Detailed Description as to the nature and location of the requested modification

If requesting a fence:

What type of wood material?

How tall will the fence be?

What will the finish be? (Color paint, Shade of Stain, Natural, etc.)

Will the fence begin and end on the back corners of your home?

Will the fence have **any** chain link, checken wire, split rail or plastic/PVC sections?

I have read and understand the attached conditions with regards to the submittal procedure of this Modification Request Form .

X

Date

Office Use Only