



APPLICATION FOR ALTERATION FORM

LOCATION

CONDOMINIUM CORP NO. _____

UNIT NO. _____

ADDRESS: _____

CITY _____

DESCRIPTION

Please provide a detailed description of the “addition, alteration, or improvement” (referred to as the work throughout) and attach full page drawing(s) or picture(s) of the work you are requesting. Provide Name of Certified Contractor (must provide certificate of Insurance and WSIB)



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PLEASE COMPLETE SECTION A if you are planning on making a minor addition, alteration, or improvement and you will be performing the work yourself (i.e., planting flowers, etc.).

PLEASE COMPLETE SECTION B if your request requires the use of a professional or certified individual or an outside contractor.

PLEASE COMPLETE SECTION C if your request causes the need for an additional indemnity agreement (outside the Corporation's blanket Indemnity Agreement)

Please note that any requests need to be approved in writing before any work begins.

SECTION A

THIS WORK WILL BE PERFORMED BY _____

SECTION B

CONTRACTOR NAME _____

WSIB _____

INSURANCE POLICY NO _____

Company Name _____

INSTALLER CERTIFICATE NUMBER (IF REQUIRED) _____

ENGINEER CERTIFICATE NUMBER (IF REQUIRED) _____

SECTION C

SECTION 98 AGREEMENT

Under Section 98 of the Act "An owner may make an addition, alteration, or improvement to the common elements that is not contrary to this Act or the Declaration if; the board has approved same, and the owner and corporation have entered into an Indemnity Agreement under this section.

Once the 'change' is made, its repair and maintenance become the responsibility of the owner (which is assignable to future owners of the unit). The Board of Directors has the right at any time to have the 'change' altered, removed or maintained, at the owner's expense."

If a section 98 Indemnity Agreement is not registered on title to your unit, one must be registered by you. This will be done at your expense and the Corporation reserves the right to designate the lawyer and agreement form to be used.

Each owner must therefore submit a brief explanation, picture and/or diagram of said proposed alteration to the Board for its approval. Proposed work may NOT be made until the Board approval has been given AND a signed form returned to the owner. No deviation to the alteration as described on the approved application will be allowed without re-submitting a new request.

Note: There are administrative and legal fees associated with Alterations that will alter the common elements and require a Section 98 Alteration Agreement.



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IT IS UNDERSTOOD AND AGREED HERETO THAT:

- A. Any damage caused to the common element(s), unit(s), person(s) or personal property of any resident(s), visitor(s), or owner(s) while performing or to perform the work will be your responsibility to repair or replace.
- B. Utility locates must be arranged, performed, and paid for prior to any digging on the property.
- C. Stop work orders if given by management must be adhered to immediately.

THE FOREGOING IS HEREBY ACKNOWLEDGED AND AGREED TO:

OWNER NAME _____ OWNER SIGNATURE _____ UNIT NO. _____

OWNER NAME _____ OWNER SIGNATURE _____ REQUEST DATE _____

APPROVED / NOT APPROVED BY THE BOARD OF DIRECTORS OF _____ on _____, 20____

BOARD MEMBER _____ BOARD MEMBER _____

OR BY ITS AGENT, SAPPHIRE CONDOMINIUM MANAGEMENT INC. PER MANAGER _____

Submit