

ARCHITECTURAL REQUEST FORM

Return to: Ontrack Asset Management
11110 Ohio Avenue - #205
Los Angeles, CA 90025
(Phone) 310/481-0008 (Fax) 310/481-0009

INSTRUCTIONS

I. Proposed Project Information

Enter a full and complete description of the changes that you propose to make, especially any changes involving the wall studs, floor or ceiling joists, and changes in the flooring. Point out any proposed changes of or attachments to any structural member. **ALSO INDICATE DAYS and HOURS DURING WHICH WORK WILL BE PERFORMED.**

II. Neighbor Advisement

Each and every neighbor that may be affected by the performance of the work to make the proposed changes or by the changes themselves once completed must be notified of your intent (full disclosure) to make changes, the nature of those changes, and how these changes might affect each neighbor in any way. Each neighbor must be made to understand that, by signing your Architectural Request Form, they are indicating their understanding of the nature of the work that you will be doing (or having done) and accept the implications, hazards and/or inconveniences that that implies. Each and every neighbor who may possibly be affected must sign off on the Architectural Request Form – if more neighbors will be affected than there are spaces on the form, please attach a separate sheet and have each additional neighbor sign and indicate that Unit number.

III. Documents Required for Submittal

Submit a check for \$40.00 made payable to the association with the Architectural Request Form.

Submit three (3) copies of detailed plans for the intended work.

Submit three (3) copies of the executed Architectural Request Form (it is recommended that you retain one copy for yourself).

On a separate sheet indicate the color, size (physical dimensions) and weight of those items to be changed (whether added, deleted, or changed).

Complete information on the contractor who will perform the work including by not necessarily limited to Contractor's company name, principal officer(s) name(s), the company's California state contractors license number, name of the contractor's insurance company, name of the contractor's insurance agent, a list of coverages including types and amounts of coverage (the agent should be able to supply you with an Insurance Declaration page that will supply the names of the company and agent and the coverages and amounts), and a list of references for work performed in/on Southern California properties within the last 12 months. This contractor information is to ensure your protection as well as the association's.

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Fill in the owner's name, the date the Architectural Request Form is submitted, and the address including Unit number on the second page of the form.

Name: _____ **Date** _____

Property Address: _____

Mailing Address (if different from above): _____

Home Phone: _____ **Business Phone** _____

I. Proposed Project Information

Describe the proposed improvement/change in detail (attach separate sheet if necessary):

II. Neighbor Advisement

You must advise all adjoining and/or affected (line of sight and sound) neighbors of any proposed improvement to your property. **Please have each of them sign below.** If the unit is vacant, indicate the unit number and indicate "VACANT" on the signature line.

Right Side Neighbor signature & Unit No.

Left Side Neighbor signature & Unit No

Neighbor Below signature & Unit No.

Neighbor Above signature & Unit No

Other Affected Neighbor signature & Unit No.

Other Affected Neighbor signature & Unit No.

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III. Documents Required for Submittal

- \$40.00 ARC/DRC Review Fee
- Three (3) sets of detailed plans
- Three (3) sets of this Request Form
- Color, Size and Weight of requested items
- Proposed Contractor name, state license number and proof of adequate insurance

Name: _____ Date _____

Property Address: _____

Approved Denied

Conditions of Approval/Reason for Denial: _____

Date: _____

Signature: _____

Date: _____

Signature: _____