

ALTAMIRA CONSTRUCTION PROJECT REQUEST

Owner Name: _____

Building and Unit #: _____

Contractor Contact Information: _____

Scope of Project: _____

Additional pages attached? Yes ____ No ____ Number of Pages _____

Expected date of Project Start: _____

Expected Duration of Project: _____

Unit owner will provide the contractors with the Altamira Contractor Guidelines and unit owner will be responsible for their adherence to these guidelines and the Altamira Condominium Rules and Legal Documents.

This form must be submitted via e-mail to Elliott Merrill Management Company and they will relay your request to The Board of Directors. NO WORK shall commence prior to Board approval. You will be notified via e-mail by Elliott Merrill Management Company if your request is approved or denied. ONLY work described in the Scope of Project is allowed. Any work outside of the Scope of Project must be submitted on a new request form. All projects will be monitored by Elliott Merrill's maintenance staff.

Unit Owner Signature

Altamira Board Signature of Approval