

Tiara Towers Condominium Association

Renovation Application Form

This form is only necessary for those projects requiring Architectural Review: Replacement of exterior doors, sliding doors, windows; install of new or replacement of existing unit and/or balcony flooring material (tile, vinyl, wood, stamped concrete, etc. - not carpet); the replacement, relocation, or install of new plumbing; the removal of existing walls or the install of new walls; the relocation, replacement, or install of new electrical wiring.

Unit Owner _____ Unit # _____

Unit Owner Phone: _____ Email Address: _____

1. Proposed Scope of Work – attach as a separate sheet – work requiring approval as well as work not requiring approval. If the renovation involves replacement of a tub or shower pan, you are required to install new drains. If the new drain requires connection to the existing community cast iron drain pipes, **you must obtain written permission from your downstairs neighbor** to enter his/her Unit and open his bathroom ceiling to complete your renovation (See below.).
2. Names of all Contractors involved (Provide Contractor license numbers & Insurance info etc.)
 - A. _____
 - B. _____
 - C. _____
 - D. _____
3. If permits are required, please submit copies. (These may be obtained after Board Approval.)
4. If project involves new floors, please submit specs on sound dampening underlayment.
5. Dates of Project: Start: _____ Approximate Finish: _____
6. Will owner be present during the renovation? Yes _____ No _____
If not, where will the owner be _____
7. Has the owner informed the contractor (s) of Tiara’s rules for work? Yes _____ No _____

Tiara Towers Condominium Association

Renovation Application Form

8. If the renovation requires entry into a neighboring condo and opening up a wall or ceiling in order to complete your renovation, **you must have the following statement signed by your neighbor in advance of ARC form approval.** (It is understood that you may or may not require access to a neighboring unit depending on circumstances as described in #1 above.)

I, _____, owner of Tiara Unit #_____, understand that renovations are being made to a neighboring Unit. If necessary, I hereby provide access to my Unit for the purpose of completing the renovation and further provide permission to Elliott Merrill staff and/or representatives of the Tiara Board of Directors to provide entrance keys as necessary. I further understand and agree that any and all necessary repairs to my Unit (for example, ceiling drywall replacement and refinishing/painting) shall be completed to my satisfaction at the expense of the Owner submitting this application.

Unit Owner granting access permission:

Signature _____

Date _____

9. Unit Owner Signature _____ Date _____

Submit Form to Elliott Merrill: 835 20th Place, Vero Beach FL 32960
paolaa@elliottmerrill.com

10. Date to Architectural Review Committee _____

11. ARC findings: Questions _____ Yes _____ No _____

Approve _____ Disapprove _____ Because _____

12. Date to Board _____ Approve _____ Disapprove _____ Because _____

13. Date to unit owner _____