

# Application for Request to Alter Strata Lot or Common Property

Residents wishing to make changes to their unit must first forward a written request to the Strata Council. If the request is for a relatively minor change Council may consider the matter without further documentation being required. If the modification is of a major nature Council may request further documentation. The resident should not commit to any contractual work or obtain any permits until the application has been approved by Council.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Strata Plan:** \_\_\_\_\_ **Building Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**Telephone:** (day): \_\_\_\_\_ (eve): \_\_\_\_\_ (cell): \_\_\_\_\_ (fax): \_\_\_\_\_

**Description of alteration (attach diagrams, dimensions, quotes if appropriate):**

Does your personal homeowner's insurance policy include coverage for this work? \_\_\_\_\_

Is the work being carried out by professionals? \_\_\_\_\_ Are they covered by WCB? \_\_\_\_\_ Insurance? \_\_\_\_\_  
(Copies of the contractor's WCB and insurance will be required by Council.)

**Homeowner's Responsibilities:**

1. I agree to accept responsibility for any and all costs associated with the alteration, including its initial construction, and its future maintenance.
2. I agree to maintain insurance coverage for this alteration as appropriate.
3. I agree to comply with all national, provincial and local building codes that may be applicable.
4. I agree to accept all liabilities and costs associated with this alteration.
5. I agree to pay for the ongoing repair and maintenance and upkeep of this alteration.
6. I agree to ensure that, when completed, this alteration must be included in the purchase agreement on the sale of the property so as to ensure the new owner will agree to the ongoing maintenance and upkeep of the alteration.
7. I agree that if the completed alteration is not of an acceptable standard as determined by a competent authority chosen by the Strata Council, I/we will return the property to the original state at my expense.
8. If any landscaping has been disturbed during the alteration I agree to ensure the landscaping is returned to its original condition, as far as possible.

I agree to accept the terms, conditions and obligations as above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of this completed form must be on file with Pacific Quorum (Okanagan) Properties Inc.*

**FOR COUNCIL USE**

Rec'd Date: \_\_\_\_\_

Reviewed Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Council signature: \_\_\_\_\_

Council signature: \_\_\_\_\_