

## Village at Marshall Ridge - Request for Alteration

Request Date  Alteration Address

Requested By  Property Owner? Y or N

Phone Number:  Email:

Description of Alteration Deck  Patio  Landscaping  Other

If "Other", please describe below;

Drawing Attached (Page 3) Y or N

Material Details			
Component	Manufacturer	Material (vinyl, Aluminum, etc)	Color

Contractor Name:  PA License #

Planned Start Date:  Planned Completion Date:

Property Owner's Signature  Date:

Below this line for Management Company Use Only

Stipulations / Caveats

Approved  Denied Signed  Date:

Reason for Denial:

Return all 3 pages to info@rjcmgt.com or mail to; RJ Community Mgt - 4900 Perry Hwy Bldg 1-Ste 300, Pittsburgh PA 15229

## Village at Marshall Ridge - Alteration Request - Page 2

Alteration Address

Date

### Initials

### General Alteration Request requirements

Sketch or drawing of proposed alteration with dimensions and location of alteration in relation to the dwelling or lot must be attached - please see page 3.

If a building permit or zoning permit is required by Marshall Township, property owner will obtain them prior to beginning any work on the alteration.

Any damage caused by the construction or installation of the alteration to the subject property, abutting properties and/or common areas, sidewalks or roadways will be immediately repaired by property owner as soon as is practically feasible. Failure to repair any damage caused by this project will result in the Management Company repairing the damage and billing the property owner of this alteration the full cost plus admin and overhead fee of \$250.

Property owner is responsible for obtaining permission from abutting property owners before bringing in equipment and materials across their property. Please provide signatures of property owners and addresses giving permission on Page 3.

Damaged lawn areas will be restored to pre-existing condition as soon as practical with black dirt, seed, and chopped straw or straw matting on slopes. Property owner at the address of the alteration is responsible for watering until the new grass or plantings are established.

Management Company reserves the right to have damaged areas repaired and bill the property owner at the alteration address if in the sole opinion of the management company the repair or restoration is not adequate or timely after notice is given that additional work is required, plus a \$250 admin and OH fee.

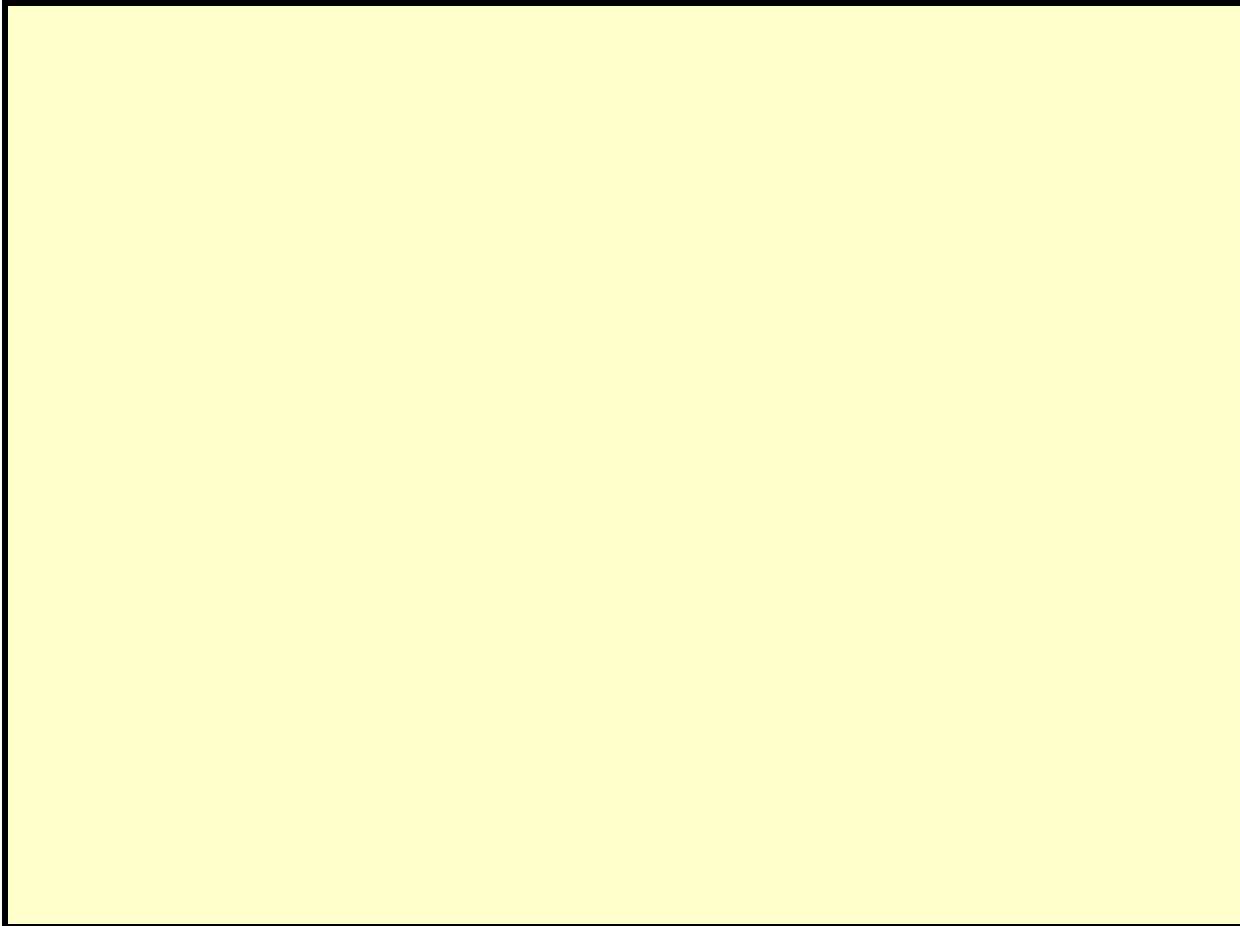
Work will not commence on the alteration or project until property owner receives approval from the management company. If work is started or completed before the property owner receives approval there will be a fee of \$500 assessed to the property owner. Management company reserves the right to require removal of the alteration if in the sole opinion of the management company the alteration does not meet community requirements. Please allow a minimum of 10 business days for approval.

**Village at Marshall Ridge - Alteration Request - Page 3**

Alteration Address

Date

Please provide drawing or sketch of requested alteration below. Provide dimensions of the alteration and dimensions in relation to the dwelling or lot.



**Permission to Bring Material and Equipment across neighboring properties.**

The undersigned property owners agree to allow material and equipment for the project to traverse their property. The owner of the alteration project is responsible for restoring all damaged property to as good or better condition immediately following completion of the project.

**Signatures**

**Addresses**

<input type="text"/>	Owner at	<input type="text"/>
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<input type="text"/>	Owner at	<input type="text"/>
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<input type="text"/>	Owner at	<input type="text"/>
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## **Village at Marshall Ridge - Request for Alteration - Instructions**

- 1) Fill in the information in the fillable pdf form boxes in yellow and save the form in a new name on your computer.
- 2) Print the first 3 pages of the form.
- 3) Sign the form and date it in the space provided on page 1.
- 4) Fill in the address and date on page 2, initial each line.
- 5) Fill in the address and date on page 3, collect signatures of neighboring properties that will allow equipment and materials to traverse their properties and provide sketch or drawing in the space provided or indicate "attached" and attach separate drawing(s).
- 6) Scan all 3 pages into a new document and send to [info@rjcmgt.com](mailto:info@rjcmgt.com) or print all 3 pages and mail to;

Rj Community Management  
4900 Perry Highway  
Building 1, Suite 300  
Pittsburgh, PA 15229

412-550-0003