



RJ COMMUNITY MGT.
4900 PERRY HIGHWAY
BUILDING 1, SUITE 300
PITTSBURGH, PA 15229
PH: 412-550-0003
FAX: 412-227-9003
WWW.RJCMGT.COM

MANOR HOUSE APPLICATION FOR ALTERATION

NO ALTERATION MAY BEGIN UNTIL APPROVAL IS GRANTED
Please email your completed form to info@rjcmgt.com or mail to the address above.

1. _____
Name of homeowner requesting approval (Please print) Date

2. _____
Address of home where alteration will occur

3. _____
Phone number(s)

4. _____
Email address(es)

5. _____
Mailing address of homeowner (If different than above)

6. Type of alteration:
Interior Renovation Window Replacement Utility (Furnace, Hot Water Tank, Etc.)
Other (Please specify): _____

7. Scope of Alteration: Please explain in detail what you are requesting permission to do, including appearance of any new fixtures that are visible from outside the unit (windows, doors, vents).

9. Effect on the Existing Infrastructure: Explain if any existing elements will be affected by this alteration (will existing pipes or electrical be relocated or added onto, etc.):

(Continued on next page)

10. State the contractor's name, license number, address, phone number and attach their insurance certificate. If you are performing the work yourself, please state such. If equipment is to be brought into the elevator, advance notice to the management company is required for blankets to be hung in the elevator to prevent damage (this is mandatory).

11. Effect of alteration on neighbors to either side of your unit:

12. Signature of nearest neighbors to the right and left of your home signifying that, as a courtesy, the adjoining neighbors have been made aware of this alteration to the degree it may impact them.

NOTE: If you are unable to obtain the signatures of one or both of your neighbors, you must explain the reason below:

13. If applicable, please attach insurance, building permits, drawings, pictures, etc. to this form.

14. Expected start date: _____ Completion date: _____

15. Additional Notes: _____

APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE.

Approved By: _____ Date: _____

Title: _____