

Renaissance Owners Association
 Remodel Approval Check List (Office Use)

Unit: _____ Owner: _____ Phone: _____

Contractor: _____ Supervisor _____

Office Phone _____ Cell Phone _____

The following items must be completed and signed off by the General Manager prior to any homeowner performing construction or remodeling. Once all items are submitted to the General Manager, the request will be reviewed by the Architectural Committee at its next meeting. Construction cannot begin until the Board of Directors approves the request.

<u>Item</u>	<u>Date Submitted</u>	<u>Initials</u>	
Scope of Work, Plans and Drawings	_____	_____	
Required Government Permits	_____	_____	
Copy of Contractor's License	_____	_____	Expires _____
Proof of Contractor's Liability Insurance	_____	_____	Expires _____
(Naming Renaissance Owners Association as additional insured)			
Proof of Contractor's WC Insurance	_____	_____	Expires _____
(Naming Renaissance Owners Association as additional insured)			
Proof of Homeowner's Insurance	_____	_____	Expires _____
(Naming Renaissance Owners Association as additional insured)			
Contractor Rules and Regulations Signed			
By Contractor and Owner	_____	_____	
Signed Owner Letter	_____	_____	
Signed Remodel Agreement	_____	_____	
Deposit from Contractor	_____	_____	Amount _____

Complete Packet Reviewed by Architectural Committee or _____

Approved by Architectural Committee _____

Approved by Board of Directors _____

Final Approval to Homeowner on: _____