

IN-SUITE ALTERATION APPLICATION FORM

(Not including flooring changes)

Step 1: Please review your Strata Corporation Bylaws to ensure such an alteration is permitted. The Bylaw may outline the minimum requirements and other important information.

Step 2: Complete the following application and submit to our office by mail, fax, or email to property@wynford.com. Our office will re-direct your application to your Strata Manager.

Date of Application: _____

Strata Plan: _____ Strata Lot: _____

Unit Address: _____

Name of Owner(s): _____

Phone: _____ Email: _____

****Updating Records:** *The information provided on this form will not be used to update contact information already on file. Use the Owner Information Form found at wynford.com for record updating purposes.*

Areas you plan to change: _____

Specifics and details of renovation (you may attach a sketch of the planned changes):

Timeframe / duration of renovation: _____

Company / contractor name: _____

Is your contractor insured? Yes No _____

Note: It is suggested that your contractor carry Contractor Liability Insurance coverage of \$2,000,000.00 to fully protect you and the Strata Corporation. (*Please refer to bylaws*)

Step 3: Your application will be reviewed and approved in due course. Please note that additional information / documentation may be required. Upon approval, your Strata Manager will be in contact with you to sign an Assumption of Liability Agreement.

It is important for you NOT to commence work until written approval has been received. Please allow 2-3 weeks for processing time as Council may need to review at their next meeting.

** In addition to mail and fax, forms can be submitted by email to property@wynford.com*