

**King's Bridge Estates Master Homeowner's
Association**

ALTERATIONS & ADDITIONS APPLICATION
**(TO BE COMPLETED PRIOR TO MAKING ANY EXTERIOR
ADDITION/ALTERATION)**

Date of Application: _____

Homeowner Information

Name: _____

Address: _____

Primary #: _____ Secondary #: _____

Email Address: _____

Modification Information (If additional space is needed, attach a second sheet of paper)

TYPE OF IMPROVEMENT	DESCRIPTION
DOORS/WINDOWS	
GARAGE DOOR	
PATIO	
LANDSCAPING	
INTERIOR REMODEL	
OTHER	

Nature of Modification: _____

Location of Modification: _____

Dimensions (if applicable): _____

Construction Materials (if applicable): _____

Name of Contractor: _____

All modification requests must be accompanied by the following documents:

	Check if Attached
1. Picture or brochure	
2. Copy of Contractor's proposal (or list of materials if Homeowner installed)	

<p>3. Contractor's Certificate of Insurance. Must include liability and w/c coverage. The Association, Board of Directors, & MC Property Management Corporation must be listed as Additional Insured (see below for example).</p> <p>Inside the box labeled "Description of Operations/Locations" please list: Additional Insured as: King's Bridge Estates Master Homeowner's Association, Board of Directors, MC Property Management Corporation</p> <p>Inside the box labeled "Certificate Holder" please list: King's Bridge Estates Master Homeowner's Association C/O MC Property Management Corporation 14224 McCarthy Rd. Lemont, IL 60439</p>	
<p>4. Drawing of modification showing location and dimensions (if applicable)</p>	
<p>5. City Permit (if required)</p>	

NOTE**

PLEASE BE SURE THIS ADDITION CONFORMS WITH ANY REQUIREMENTS SET FORTH BY THE VILLAGE, COUNTY, STATE ETC. AND THAT ANY NECESSARY PERMITS HAVE BEEN OBTAINED PRIOR TO INSTALLATION.

Your request will only be submitted for consideration if all documentation has been submitted properly. Requests are reviewed by the Board or Architectural Committee. Review and approval may take up to 45 days, depending on the association. Missing or incorrect documentation will delay the approval process.

IF THIS ALTERATION IS APPROVED, I ACCEPT FULL RESPONSIBILITY FOR ALL OF THE UPKEEP OF THE ALTERED AREA AND AGREE TO MAINTAIN IT IN A SAFE CONDITION. I UNDERSTAND THE ALTERATION MUST BE PERFORMED WITHIN THE SAME YEAR OF APPROVAL; OTHERWISE, APPROVAL IS VOID.

Homeowner Signature: _____ Date: _____
(required for processing)

Please send completed forms and any attachments via:

Mail: MC Property Management Corp.
14224 McCarthy Road, Lemont, IL 60439
or
Email: Ashley@mcpmc.com
or
Fax: 630-985-2583 (Attn: **Ashley Guiney**)

For office use only

Received by: _____ Date: _____

Board Approval by: _____ Date: _____

Approval letter sent ___YES ___ NO

Reason if disapproved: _____