

APPENDIX NINE

REQUEST TO REPAIR/RENOVATE

TO: Board of Directors  
The Heritage

FROM: \_\_\_\_\_  
(Unit Owner's Name)

UNIT: \_\_\_\_\_  
(Unit #)

DATE: \_\_\_\_\_  
RE: Request to Repair/Renovate

**The City of Columbia requires a building permit for any work other than painting or carpet replacement. Without the City of Columbia's Building Permit attached, this request will NOT be processed. However, DHEC requirements are different than those of the City of Columbia. Since, there are more than 4 units under one roof, DHEC's regulations require that a survey for asbestos containing materials be performed prior to any work starting. This includes removing of carpet and any renovation work. After obtaining the survey, if any of the asbestos containing materials are to be disturbed then a licensed abatement contractor will need to be hired to remove the contained materials prior to the work being performed.**

**The general contractor and/or the major sub-contractors are required to have their Insurance Agent provide the Maintenance Supervisor with a Certificate of Insurance that indicates that the contractors/sub-contractor has General Liability In the amount of \$1,000,000.00, Products and Completed Operations of \$1,000,000.00 and Workers Compensation Insurance.**

This memorandum will serve as my request to have repairs or renovations preformed in my unit. I **understand that no work can begin until I or my contractor/vendor has received "The Heritage Repair/Renovation Permit."** (This Permit is in addition to the City of Columbia's Permit and is issued at the Pre-Construction Meeting between the contractor, owner, and The Heritage's Maintenance Supervisor which is scheduled by the owner).

My signature below will serve as confirmation that I have reviewed and agree to comply with the REPAIR/RENOVATION PROCEDURES as provided by the Board of Directors. Furthermore, I understand that I am responsible to see that my contractors/vendors clean up any mess they make and to adhere to the requirements of the CONTRACTOR AGREEMENT. **RENOVATIONS ARE TO BE COMPLETED WITHIN 9 MONTHS OF THIS SIGNED AGREEMENT EXCLUDING TIME FOR THE ASBESTOS ABATEMENT. THE FINES ARE THEN \$50.00 PER DAY FOR THE 1<sup>ST</sup> 20 ELIGIBLE BUSINESS DAYS, THEN \$75.00 PER DAY FOR THE NEXT 20 ELIGIBLE BUSINESS DAYS AND \$100.00 PER DAY THEREAFTER. IF THE OWNER ANTICIPATES COMPLETION NOT TO OCCUR WITHIN THE 9 MONTH PERIOD, HE IS TO PRESENT EXPECTED COMPLETION DATE AND COME TO THE BOARD MEETING.**

**GENERAL CONTRACTOR/VENDOR INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

License #: \_\_\_\_\_ **(REQUIRED FOR APPROVAL)**

**DESCRIPTION OF WORK TO BE PREFORMED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAJOR SUB-CONTRACTORS:**

**Electrical:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

License #: \_\_\_\_\_ **(REQUIRED FOR APPROVAL)**

REQUESTED DATE TO BEIGIN WORK: \_\_\_\_\_

(MUST ALLOW ENOUGH TIME TO PROCESS REQUEST)

**SUMMARY OF PROCESS FOR OWNERS TO FOLLOW:**

1. Submit this form to Maintenance Supervisor.
2. If approved, Maintenance Supervisor will return this request form and the CONTRACTOR AGREEMENT to owner. OWNER forwards the CONTRACTOR AGREEMENT to the contractor.
3. OWNER then arranges PRE-CONSTRUCTION meeting with contractor, Maintenance Supervisor and OWNER.
4. At the PRE-CONSTRUCTION meeting, contractor's deposit is received, CONTRACTOR AGREEMENT is signed by all parties, and The Heritage's Building Permit is issued.
5. **NO WORK CAN BEGIN UNTIL THE HERITAGE'S PERMIT IS ISSUED.**

Respectfully submitted,

\_\_\_\_\_  
(Signature of Owner)