

## MODIFICATION REQUEST FORM

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

Phone number: Home: \_\_\_\_\_ Day: \_\_\_\_\_

Description of proposed improvements, addition or alteration: \_\_\_\_\_

1. Prepare a sketch or a written description of the proposed improvement, change, addition or alterations in sufficient detail so that the board can make a decision (attach sketches, photos, etc., if necessary to provide details)
2. Attach a site sketch on survey map showing unit location and where on the property the improvement is to be located.
3. Include a color chip or material sample, if possible, to show texture or color of change.

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

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

Telephone: \_\_\_\_\_

Contract schedule for work being done: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**The homeowner will need to provide a copy of the Contractor's State License and Registration Certificate, as issued by the Department of Community Affairs. Please see attached.**

(Work is to be completed within a reasonable time period. Approvals are valid for 90 days only.)

I understand that the approval of this project does not waive the necessity for the unit owner to obtain Township permits or comply with applicable building or zoning codes. Each contractor shall provide a Certificate of Insurance Indemnifying the Association, to be sent to Management Office before any work may begin. A copy of your building permit must be provided to the Architectural Review Committee before any work is started.

If this request is authorized, the above described is the sole property of the unit owner requesting the approval. By executing this Alteration Request, I accept all responsibility for its maintenance and good repair, and certify that qualified personnel will do the work.

I understand that no work can begin on this until receipt of written approval from the Architectural Review committee has been received.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit a copy of your survey with this application, showing the location of your proposed alteration, improvement or addition.

Submit to: Architectural Review Committee, 38 Village Court Hazlet NJ 07730

**FOR COMMITTEE USE ONLY:**

Date Received: \_\_\_\_\_ Outcome: \_\_\_\_\_

## **CONTRACTORS' REGISTRATION ACT**

### **Registration for Contractors**

- a. On or after December 31, 2005 no person shall offer to perform, or engage, or attempt to engage in the business of making or selling home improvements unless registered with the Division of Consumer Affairs (DCA) in accordance with the provisions of the Contractor's Registration Act.
- b. Every contractor shall annually register with the DCA. Applications for registration shall be on a form provided by the division and shall be accompanied by a reasonable fee, set by the director in the amount sufficient to defray the division's expenses incurred in administering and enforcing this act.
- c. Every contractor required to register under this act shall file an amended registration within 20 days after any change in the information required to be included thereon. No fee shall be required for the filing of an amendment.

### **Proof of commercial general liability insurance**

- a. On or after December 31, 2005, every registered contractor who is engaged in home improvements shall secure, maintain and file with the director proof of a certificate of commercial general liability insurance in a minimum amount of \$500,000 per occurrence.

### **Display of registration number**

- a. All registrants shall prominently display their registration numbers within their places of business, in all advertisements distributed within this State, on business documents, contracts and correspondence with consumers of home improvement services in this State, and on all commercial vehicles registered in this State and leased or owned by registrants and used by registrants for the purpose of providing home improvements, except for vehicles leased or rented to customers of registrants by a registrant or any agent or representative thereof.
- b. Any invoice, contract or correspondence given by a registrant to a consumer shall prominently contain the toll-free telephone number provided pursuant to section 14 of this act.

### **Contracts, certain, required to be in writing; contents**

- a. On or after December 31, 2005, every home improvement contractor for a purchase price in excess of \$500, and all changes in the terms and conditions of the contract, shall be in writing. The contract shall be signed by all parties thereto, and shall clearly and accurately set forth in legible form and in understandable language all terms and conditions of the contract, including but not limited to:
  - b. The legal name, business address, and registration number of the contractor;
  - c. A copy of the certificate of commercial general liability insurance required of a contractor pursuant to section 7 of this act and the telephone number of the insurance company issuing the certificate; and
  - d. The total price or other consideration to be paid by the owner, including the finance charges.

### **Definitions**

- a. "Home improvement" means the remodeling, altering, painting, repairing, renovating, restoring, moving, demolishing, or modernizing of residential or noncommercial property or

the making of additions thereto, and includes, but is not limited to, the construction, installation, replacement, improvement, or repair of driveways, sidewalks, swimming pools, terraces, patios, landscaping, fences, porches, windows, doors, cabinets, kitchens, bathrooms, garages, basements and basement waterproofing, fire protection devices, security protection devices, central heating and air conditioning equipment, water softeners, heaters, and purifiers, solar heating or water systems, insulation installation, siding wall-to-wall carpeting or attached or inlaid floor coverings, and other changes, repairs, or improvements made in or on, attached to or forming a part of the residential or noncommercial property, but does not include the construction of a new residence. The term extends to the conversion of existing commercial structures into residential or noncommercial property and includes any of the above activities performed under emergency conditions.

b. "Home Improvement contract" means an oral or written agreement between a seller and an owner of residential or noncommercial property, or a seller and a tenant or lessee of residential or noncommercial property, if the tenant or lessee is to be obligated for the payment of home improvements made in, to, or upon such property, and includes all agreements under which the seller is to perform labor or render services for home improvements, or furnish materials in connection therewith.