



Cape Henry Towers Council of Co-Owners

3288 Page Avenue • Virginia Beach, VA 23451 • 757-481-7500 • Fax: 757-481-3673

Professionally Managed By: **THE SELECT**
Group, Inc.

Work Request Form

No structural improvements, alterations or installations may be made to or in any Unit or Limited Common Element without the prior written approval from the Board of Directors.

Date: _____ Unit Number: _____

Owner's Name: _____ Contact Phone: _____

E-mail Address: _____

REQUEST TO ALTER LIMITED COMMON ELEMENT(S) or STRUCTURAL IMPROVEMENTS

Limited Common Elements (not limited to): entrance doors, locksets, window walls and balcony doors (including storm doors) and their respective bucks, balcony floors and walls.

DETAILED DESCRIPTION OF REQUESTED WORK:

Provide ALL dimensions, materials, colors, pictures and any and all other pertinent data. The Association cannot act without this key information and the application will be returned without action.

DESCRIPTION OF ALL MATERIALS TO BE USED:

As legal Owner of said Unit # _____, I have read, understand and will comply with all the requirements of our Governing Docs. As Owner, **I accept full responsibility** for unlicensed contractors or individuals that I invite or hire to perform work for me in my unit.

Unit Owner Signature

Printed Name

Date