



## OWNER ARCHITECTURAL CHANGE REQUEST

This form must be submitted to the Board, via the Management Company, prior to the start of any owner project that could potentially change the exterior appearance of or impact structural integrity of any building.

Request involves: ☐ ANY Doors / Windows ☐ Awnings (Rear Deck only)  
☐ new HVAC Condenser ☐ Carpet (Rear Deck only)  
☐ Other---please specify below

Unit # \_\_\_\_\_ Building: \_\_\_\_\_ Owner name: \_\_\_\_\_

Owner Contact -Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

Planned start date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Contractor who will do the work: \_\_\_\_\_

---Note: Contractor must be licensed, MHIC insured; verify if Permits are required

### Scope of the request:

Please be as specific as possible in the description of what change you are requesting. Include / attach drawings, product / color details, specific web links, etc.

Date Request Submitted to Mana-Jit: \_\_\_\_\_ to Board: \_\_\_\_\_

Board Decision: Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

If rejected, reason: \_\_\_\_\_

**Note: at the completion of the work, the owner must AGAIN notify Mana-Jit; this time to schedule an inspection of the work.**

Date completed work inspected: \_\_\_\_\_ By: \_\_\_\_\_

Work Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

If rejected, why: \_\_\_\_\_

Send request to Mana-Jit via email: [john.jensen@mana-jit.com](mailto:john.jensen@mana-jit.com)  
or via US Mail to: Mana-Jit, 18 41<sup>st</sup> Street, Suite 104, Ocean City, MD 21842