

- *-If you are planning on making a minor addition, alteration, or improvement and you will be performing the work yourself (i.e. planting flowers etc.) Please complete section "A" below.*
- *-If your request requires the use of a professional or certified individual or an outside contractor, please complete section "B".*
- *-If your request causes the need for an additional indemnity agreement (outside the Corporation's Blanket Indemnity Agreement) please review section "C".*

*****Please note that any requests need to be approved in writing before any work begins*****

SECTION A)

This work will be performed by _____

SECTION B)

Contractor Name: _____ WSIB: _____

Insurance Policy Number _____ and Company Name: _____

Installer Certificate number: _____ (if required)

Engineer Certificate number: _____ (if required)

SECTION C) *Please read very carefully*****

SECTION 98 AGREEMENT

- *-Under Section 98 of the Act "An owner may make an addition, alteration or improvement to the common elements that is not contrary to this Act or the Declaration if; the board has approved same and the owner and corporation have entered into an Indemnity Agreement under this Section.*
- *-Once the 'change' is made, its repair and maintenance becomes the responsibility of the owner (which is assignable to future owners of the unit). The Board of Directors has the right at any time to have the 'change' altered, removed or maintained, at the owner's expense."*
- *-If a Section 98 Indemnity Agreement is not registered on title to your unit, one must be registered by you. This will be done at your expense and the Corporation reserves the right to designate the lawyer and agreement form to be used.*
- *-Each owner must therefore submit a brief explanation, picture and/or diagram of said proposed alteration to the Board for its approval. Proposed work may NOT be made until the Board approval has been given AND a signed copy of the form returned to the owner. No deviation to the alteration as described on the approved application will be allowed without re-submitting a new request.*

It is understood and agreed hereto that:

- a) Any damage caused to the common element(s), unit(s), person(s) or personal property of any resident(s), visitor(s), owner(s), while performing or in order to perform the work will be the Unit Owner Applicant's responsibility to repair or replace.
- b) Utility Locates must be arranged, performed, and paid for by the Unit Owner Applicant prior to any digging on the property.
- c) Stop work orders, if given by Management must be adhered to immediately.

Unit Owner: _____ (print)

Unit Owner: _____ (sign)

Unit Address: _____

Management Approval:

I have reviewed the contents of this document which has been filled out appropriately, and submitted by the relevant Unit Owner, and majority approval has been given by the Board of Directors for the referenced change to be completed. I am further authorized to bind the Corporation and give approval on behalf of the Board of Directors of this Condominium Corporation.

Manager: _____ (print)

Manager: _____ (sign)

Additional comments (if any):