



Date: _____

Alterations Application Form

Business Name: _____ Owner/Applicant: _____

Property Address/Location: _____ Zip _____

Contractor(s) Information

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Description of the Modification:

Please make sure that you include the following to complete the application:

- A completed request form, including owner signature
- Detailed description of the project
- Project drawings, material information, color selections, dimensions, etc.
- Certificate of Insurance for the contractor(s) completing the work ****required****
- Township Permits if applicable – Copy forwarded to the Management office prior to work commencing

Please submit your request to:

Suburban Management Co., Inc.
Attn: Christine McBall
P.O. Box 833
Oaks, PA 19456

Phone: 610-505-0595
Fax: 610-666-6908
Email: maintenance@suburbanmgmt.com

Office Use:

Date Received: _____

- Approved**
- Approved with stipulations**
- Denied**
- Insufficient Information - Denied**

Comments:

Tenant/Owner Acknowledgements:

I understand:

- No work shall commence until I have received written approval from the Landlord and Township if applicable
- Any construction or alteration to the property/space without prior approval is prohibited. If any work commences without prior approval, I understand that I may be required to restore the property/space back to its original condition at my own expense, and Landlord shall have the right to any/all remedies as provided by the Lease.
- I may be responsible to return the space to its original state upon Lease termination
- All work and construction must be completed in a safe and orderly manner
- All proposed alterations, additions, improvements must comply with township and state codes
- Landlord reserves the right to be present for all Township inspections
- Any variation to the original application must be resubmitted for approval
- If approved, any maintenance, repair or costs associated to the project is my responsibility
- This alteration will not affect proper drainage or structural integrity of the building/space, common areas or surrounding lots
- The Contractor and Applicant acknowledges and agrees that the Landlord assumes no liability resulting from the approval or disapproval of any plans submitted. The Landlord assumes no liability and make no representations regarding adequacy or quality of submitted plans or whether such plans comply with any or all of Township code or requirements. The comments and/or approvals do not relieve the Contractor/Applicant of their responsibility to comply with code and Township requirements.
- The Applicant/Tenant agrees to give the Landlord access to the building/space to perform inspections of project and work being completed.
- It is the responsibility of the Applicant/Tenant and the contractor employed by the Tenant to determine that the proposed alterations are structurally, mechanically and otherwise safe; that it is constructed in compliance with applicable building codes, fire codes, other laws and regulations.

I certify that the above information is an accurate representation of the proposed alteration/project and that the work will conform to applicable codes and standards. I also certify that the work will be completed in accordance with the approved application. I understand that work is not to begin until written approval has been received from the Landlord and that the Landlord has the authority to make inspections as necessary.

Owner/Applicant Signature: _____

Date: _____

Print Name: _____