

## Application to enclose a verandah

Resident Name: \_\_\_\_\_ Unit No: \_\_\_\_\_

Phone / email details: \_\_\_\_\_

I have read the “Enclosed Verandahs” leaflet and hereby apply for permission to have the

Front verandah enclosed partially

Front veranda enclosed fully

Rear verandah enclosed partially

Rear verandah enclosed fully

I acknowledge and confirm the following:

- I have arranged for the locks to be integrated into the Village master key system
- I am only enclosing an area that has tiles on the roof above
- I have obtained a quote from a licensed builder, details of which are provided below
- I agree that the alterations and or additions become the property of The Baptist Village Baxter Ltd. and are not to be removed without the express permission of Management
- I agree that should the additions and/or alterations be of such nature that they will need to be removed when I vacate the unit, the cost will be borne by me or deducted from my equity.
- I acknowledge that all of the costs involved are my responsibility and any ongoing maintenance is also my responsibility.

The builder I propose to engage to carry out the enclosure is:

Builders Name \_\_\_\_\_

Builders ABN \_\_\_\_\_

Builders Registration / License No. \_\_\_\_\_

Builders Contact details: \_\_\_\_\_

Builders warranty details: \_\_\_\_\_

Resident's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Office Use Only:**

APPROVED

NOT APPROVED\*

\* Reason approval has been withheld: \_\_\_\_\_

Date : .....

Signature : .....