

WINDOW/PATIO DOOR INSTALLATION APPLICATION/APPROVAL

Dear Trustees:

I am hereby requesting approval of the replacement of #____ window(s) and/or patio door (circle applicable item(s)) at the unit listed below. For approval to be given, I will agree to adhere to the following requirements, but not limited to:

1. That a manufacture’s pamphlet depicting the appearance, construction material and warranty of the window(s)/door to be installed is attached to this application. The window(s)/door are to meet the same level of quality as one of the following brands: Anderson, Harvey, Marvin and Pella.
2. The window(s)/door be of the same style as the one(s) being replaced; slider replaced by slider, double hung replaced by double hung, etc. In the instance of an original bathroom casement window, this is to be replaced by an approved single hung style with obscure glass.
3. The window(s)/door be made of a white no maintenance material such as vinyl or aluminum (so future painting and glazing will not be required). The window(s)/door are to have low E insulating glass (thermopane) with a minimal ten-(10) year warranty and full screens. Window(s) are sized to the sash opening so as to retain the original casing and sill.
4. That the window(s)/door be installed per manufacture’s specifications, insulated and sealed weather tight with a twenty-(20) year white caulking as a minimum. Any deteriorated original exterior components are to be replaced with pressure treated lumber. All exterior surfaces and/or openings will be covered by white aluminum coil stock, which is fitted to the profile. Sill covering is to run under the window. The Trust office is to be notified promptly upon completion so the manager or his agent can inspect the installation for approval.
Approved by: _____
5. All installation material and old window(s)/door must be removed off site and the area is to be broom clean.
6. That a copy of the installer’s construction license and a certificate of insurance for Workman’s Comp., and liability of the installer be attached.
7. Any costs related to the installation of the window(s) including but not limited to damage will be borne by the unit owner. Violation of any of the conditions of this application/approval waiver is cause for revocation and subject to the fine schedule and collection policy of Northgate.

Unit (15-A-L, 64-12-J): _____ Installer’s name _____

Unit Owner’s Signature: _____ Date: _____

Approval has been granted by the Trustees to ***begin*** the installation for the above when signed on their behalf by the Manager. A final inspection is ***required***, as stated in item 4, for this waiver to be in compliance.

 Jacki Bass, and/or Kristel Mejias,
 Property Manager Regional Manager

Date: _____