



Haverford Colony

ALTERATIONS AND ADDITIONS APPLICATION WINDOW, PATIO DOOR, ENTRY OR GARAGE DOOR REPLACEMENT

OWNER NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

WINDOWS _____ PATIO DOOR _____ ENTRY DOOR _____ GARAGE DOOR _____

CONTRACTOR NAME: _____ START DATE: _____

COLOR: _____ MANUFACTURED BY: _____

Please note requests for replacement of windows, patio door, entry door or garage door must include the following documentation as part of a package to be delivered to American Property Management of Illinois, Inc. for the Board of Directors approval.

- **You must submit all the required documents listed below & material color sample at the same time as one complete package to avoid return of your request.**
- Window and door replacement requires Board approval prior to installation.
- Completed Haverford Colony Alterations and Additions application.
- Copy of sales contract with contractor/installers name/phone number.
- Sales brochure that includes pictures of new window, patio door, garage door.
- Window and/or door style must match existing windows/door, including grids.
- Sample of actual window material in the color to match existing windows.
- Note the Board will check the color sample confirm it matches.
- Etched glass or windows with blinds between the window glass are not permitted.
- Certificate of Insurance with the Association listed as additional insured should be obtained from the contractor's insurance agent and must be submitted by owner as part of the Alterations & Additions package of forms.
- Allow thirty (30) days for Board approval of your request.
- **IMPORTANT:** Do not place window/door order prior to approval.

I hereby agree to obtain all necessary building permits and to comply with all building codes and complete the change and/or improvement within thirty (30) days of approval.

Owner's Signature Date

Board Member Signature Date

Board Member Signature Date

AMERICAN PROPERTY MANAGEMENT OF ILLINOIS, INC.

1251 N. Plum Grove Road ° Suite 140 ° Schaumburg, IL 60173 ° Office: 847-985-6464 ° Facsimile: 847-985-5038
mail@apmofil.com ° www.apmofil.com