

**REQUIREMENTS FOR SUBMISSION OF ARC FORMS**  
**FAIRFAX CONDOMINIUM – BUILDING A**

- Work cannot be started until you receive back the architectural form signed and approved.
- Construction is only permitted **Monday – Friday from 8:00 AM to 6:00 PM and Saturday from 8:00 AM to 4:00 PM**. Absolutely no construction can be done before or after the given hours or on Sundays.
- If you are doing the work yourself, put “Homeowner” next to “Contractor Name” on the Architectural Change Application. Only submit documents 1-5 that are listed below.
- Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it’s incomplete.
- The unit owner is responsible for obtaining necessary permits required from the City.
- The unit owner is responsible for any and all damages to Association property and any utilities, including sewer, water, cable, electric and telephone.
- The unit owner must remove all debris off Association property from the work that is being done.
- Other conditions may be applicable and may be determined or stipulated on an individual basis.
- **Please sign the bottom of this form and submit it back with your request to confirm you read and understand the requirements.**

**DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:**

1. Complete ARC form – Fill in the appropriate box with the request, material, location of work, etc.
2. Signed “Requirements for Submission of ARC Forms”
3. A copy of your Warranty Deed
4. A picture of the items that will be installed (Windows, doors, soundproofing specs, etc.)
5. A Site Plan indicating where and what the improvements are being done (if applicable)
6. A copy of the Contract detailing the work that is going to be done (does not have to show the price)
7. A copy of the Contractor’s License
8. A copy of the Contractor’s Insurance & Workers Comp Certificate or Exemption form. Certificates must be made out to your Association as follows:

**Fairfax Condominium A Association, Inc.**  
c/o J&L Property Management, Inc.  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065

**Documents can be returned to J&L Property Management via Fax, Email or Mail**

**Email:** Ashley@jlpropertymgmt.com  
**Fax:** (954) 753-1210 – Please keep in mind that pictures are not very clear when faxed  
**Mail:** J & L Property Management, Inc. - 10191 West Sample Rd., Suite 203, Coral Springs, FL 33065

**OWNER AFFIDAVIT**

I, (Print Name) \_\_\_\_\_, herby submit this application for approval pursuant to the regulations of my Association for the architectural change noted in my Architectural Change Application. If said approval is granted, I agree to comply with the conditions stipulated above. I further understand that I may be prosecuted by my Association should I fail to comply with the covenants and restrictions of the Association or if I intentionally misrepresent information on this form. Additionally, I understand that I cannot start any work until my request is approved by the Association and I have a signed copy of my approval.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

**ARCHITECTURAL CHANGE APPLICATION**  
**FAIRFAX CONDOMINIUM – BUILDING A**

Homeowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE FILL IN THE BOXE (S) BELOW NEXT TO THE WORK YOU ARE REQUESTING APPROVAL FOR. INCLUDE MATERIALS BEING USED AND LOCATION OF WHERE THE WORK IS BEING DONE. IF THE JOB TYPE IS NOT LISTED, USE THE "OTHER REQUEST" BOX.**

JOB TYPE	BRIEF DESCRIPTION OF WORK BEING DONE, MATERIALS BEING USED AND LOCATION OF WHERE THE WORK IS BEING DONE.	
Flooring		
Electrical		
Plumbing		
Air Conditioner		
Water Heater		
Screen Patio		
Windows	# of Windows: Style of Windows:	Frame Color: Window Tint Color:
Exterior Doors	# of Doors: Style of Doors:	Color of Doors:
Wall(s) <b>OR</b> Ceilings		
Bathroom Renovations		
Kitchen Renovations:		
<b>Other Request:</b>		

**BELOW IS FOR OFFICE USE ONLY**

The Architectural Request for improvements on the owner/property referenced above have been reviewed by the Association Board of Directors and have been: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Board Member/ Property Manager Signature:

\_\_\_\_\_  
Date of Approval: