

# REQUIREMENTS FOR SUBMISSION OF ARC FORMS **FAIRFAX CONDOMINIUM – BUILDING F**

- 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 F 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) \_\_\_\_\_, hereby 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 F**

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**

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>		

**THE JOB TYPE IS NOT LISTED, USE THE "OTHER REQUEST" BOX.**

**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: