

RICHMOND PARK 1 – A CONDOMINIUM

Modification Form Checklist

This Checklist must be provided with all applicable items checked off.

- ☐ **Modification Request Form, and, if needed, a letter detailing the modification or addition you would like to make.**
- ☐ **Business License of Contractor**
- ☐ **Insurance of Contractor:**

Avalon of Naples 1, A condominium must be listed as Certificate Holder as an additional insured:

*Richmond Park 1, A condominium
c/o Vesta Property services*

- ☐ **Drawings (site plan, elevation, landscaping, etc.) as applicable.
(unless a paint request check below)**
 - ☐ Paint Request (no site plan required).
 - ☐ Color samples with name/number provided.
 - ☐ Sound control material sample.
 - ☐ Hard flooring material sample.
- ☐ **Resubmittal of requested changes for approval.**
- ☐ **Resubmittal of new plan, if required.**