



P.O. Box 2082 • Loganville, GA 30052  
Phone: 770-466-6331  
info@libertycm.com  
Modification Request Form (MRF)

Complete in black ink only and submit via postal mail or email.

Today's Date

Community

Name

Address

City, State, Zip

Phone

Fax

Email

Desired format of return notice:

Email

Postal Mail

Is the change:

Structural

Cosmetic

A change to the property's ingress or egress

Short description of modification

Proposed Start Date

Proposed Finish Date

Please give a Detailed Description as to the nature and location of the requested modification

If requesting a fence:

What type of wood material?

How tall will the fence be?

What will the finish be? (Color paint, Shade of Stain, Natural, etc.)

Will the fence begin and end on the back corners of your home?

Will the fence have **any** chain link, chicken wire, split rail or plastic/PVC sections?

I have read and understand the attached conditions with regards to the submittal procedure of this Modification Request Form .

X

Date

Office Use Only

# Modification Request Form

## Instruction Sheet

Please email or mail (postal service) the first page of this document to Liberty Community Management, along with any supporting information. Due to the quality of a fax transmittal, we will not longer accept a fax for your application. You must include a drawing of your property along with the improvement. You may keep this page for your own information.

**A confirmation via email will be sent to you once received. If you do not receive a confirmation of receipt, your application was not received. It is the responsibility of the submitting party (applicant) to follow up with the management company, if you had not received a confirmation of receipt within 48 hours.**

We will review your request, check for covenant compliance and if appropriate, confer with your community's HOA or ACC to respond to your request, typically within 30 days or as your documents allow. A user copy of approvals will also be automatically furnished upon completion of your request in the format you selected on page one.

Modification Requests must have approval from association before work is started. Approval of a request grants permission to agents of your association to make a reasonable inspection of completed modifications.

Neither the HOA, ACC, Builder, Declarant nor Liberty Management shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes, zoning regulations and other government requirements. The homeowner assumes all responsibility to obtain the appropriate county permits as needed.

Furthermore, this declaration provides that none of the parties mentioned above, nor a member of any of these groups shall be liable for any injury, damages or losses arising out of the manner, design or quality of any approved construction or modification.

If any building permits were obtained, please include a copy of these with your Modification Request Form. If your request includes a new structure being built or erected, please attach a site plan, drawing or picture, and the type of material used (type, grade, color, etc.). A drawing or sketch of the proposed modification must be provided with your application. IF you are changing colors on any portion of an existing structure, you will need to provide a sample of the color with this application.

**FENCE APPLICATION:** If you are attaching to a neighbor's fence or utilizing a side fence of a neighbor, a written statement from the neighbor approving the attachment must accompany the application.

**ONCE AGAIN, IF YOU DID NOT RECEIVE A CONFIRMATION THAT WE RECEIVED YOUR APPLICATION VIA EMAIL, IT IS PRESUMED THAT WE DID NOT RECEIVE THE REQUEST**