

How to Fill out A Request for Architectural Modifications Application form

Step 1:

Visit our website at <https://officemanors12.managebuilding.com> and click on the “Documents” tab at the top of the page.

Click/Download the “Architectural Modifications Form”

Fill out the Application

PLEASE READ ALL THE INSTRUCTIONS ON THE APPLICATION AND ATTACH ALL SUPPORTING DOCUMENTATION REQUIRED IN THE APPLICATION ANY APPLICATIONS THAT ARE INCOMPLETE OR MISSING DOCUMENTATION WILL AUTOMATICALLY BE DENIED

Step 2:

Mail the completed Application, Check or money order, and supporting documents by certified mail to:

Manors of Inverrary XII Association, Inc
4164 Inverrary Drive #110
Lauderhill, Florida 33319

PLEASE MAKE SURE YOU INCLUDE YOUR CONTRACTORS VALID LICENSE, INSURANCE, AND ALL APPROVED STATE PERMITS, ARCHITECTURAL DRAWINGS IF REQUIRED. FAILURE TO DO SO WILL RESULT IN AUTOMATIC DENIAL

Step 3:

Once your application is approved you will receive an approved certificate posted to your unit door, this must remain on your door for the duration of the modifications. Failure to do so will result in a fine and possible termination of modifications.