



Scottsdale Shadows

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RCI

Registration & Records Department

Roger M. Friedman

CONTRACTOR REGISTRATION FORM

Contractor & Owner Understand & agree that liability for any damage to RCI or Regime Property (Common Areas/Common Elements) caused by contractor, owner or their respective employees or agents shall be the sole & joint responsibility of Owner & Contractor

DATE: ___ / ___ / ___ BLDG: ___ UNIT: ___ REGIME: ___

OWNER FULL NAME: _____

CONTRACTOR NAME: _____

PERSON IN CHARGE: _____ PHONE : _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

START DATE: ___ / ___ / ___ END DATE: ___ / ___ / ___ # OF WORKERS: ___

WORKERS NAMES: _____

CONTRACTOR LICENSE # _____ WORKER'S COMP INS #: _____

WORKMAN'S COMP CARRIER: _____

LIABILITY INS. #: _____ LIABILITY CARRIER: _____

AUTO LICENSE PLATE: _____ STATE: ___ VEHICLE TYPE _____

NATURE OF WORK: _____

NOTE

IF YOU
NEED A
WATER
SHUTOFF
NOTIFY
MAINTENANCE
DEPARTMENT
AT LEAST

48 HOURS

PRIOR TO
SHUTOFF

THE FEE FOR A
NORMAL
SHUTOFF IS
\$30.00

THE FEE FOR
AN
EMERGENCY
SHUTOFF IS
\$60.00

BOTH PAYABLE
IN ADVANCE

THERE ARE NO
SHUTOFF'S
FRI.-SUN.
EXCEPT IN AN
EMERGENCY

AN
EMERGENCY IS
ANY SHUTOFF
FOR WHICH AT
LEAST 48 HOUR
NOTICE IS NOT
GIVEN

BUSINESS CARD HERE

OWNER AUTHORIZATION & APPROVAL

Sign Here

Owner Phone: _____

Owner Cell/Other: _____

**REGIME II CHECKLIST FOR OWNERS AND RESIDENTS
(BUILDINGS 22 & 23)**

**PLEASE INITIAL TO CONFIRM THESE INSTRUCTIONS &
RETURN TO REGIME PRESIDENT.**

The following shall apply to all Homeowners, Tenants or Residents who are performing or are in the process of performing, any Repairs, Improvements, Remodeling, Installations or work of any kind in a Unit in either Buildings 22 or 23 owned and occupied by them or others.

ISSUANCE OF WORK PERMITS AND PAYMENT OF FEES

* _____ In the event of a Partial or Full Remodel, the Homeowner, or another, with the Owner's written permission must submit to the Regime II President or Building Administrator, a STATEMENT identifying the remodeling to be performed, accompanied by a copy of the remodeling contract, if any, reflecting the work to be performed, the start date, and anticipated completion date. If there is no contract, the Owner must submit a STATEMENT indicating the work to be performed, the start date and end date.

* _____ In the event of a Partial or Full Remodel, the Homeowner must also submit to the Regime II President or Building Administrator, copies of (1) the Contractor's License with the State of Arizona Registrar of Contractors, (2) Workman's Compensation certificate, (3) Liability Insurance certificate, or a written statement that (1), (2), or (3) do not exist.

_____ Upon receipt of the above, the Regime President or Building Administrator shall, if the Remodel is approved by the Regime, submit to the RCI Office of Registration & Records, a request for an issuance of a Remodel Permit. The permit shall contain (1) The building and Unit in which the work is to be performed, (2) the name of the Owner of the Unit, (3) the nature of the work, (4) the name(s) of the Contractors, (5) the start and end dates, (6) the permit fee to be paid to the Office of Registration & Records, in the amounts as set forth on Page 2 of this document.

_____ In the event the work is not completed by the expiration date of the Remodel Permit (the end date specified in the documents submitted to the Regime), an Extended Remodel Permit shall be issued by the RCI Registration and Records Office, upon the written permission of the Regime President, to expire as directed by the Regime, upon payment of an additional Extended Remodel Permit Fee, as provided below.

**REGIME II CHECKLIST FOR OWNERS AND RESIDENTS
(BUILDINGS 22 & 23) (Page 2 of 3)**

_____ All fees shall be paid the by the Homeowner directly to the RCI Office of Registration & Records.

_____ Permits must be obtained at least Seventy-Two (72) hours in advance of the commencement of the work to be performed.

_____ Until all work is completed, the issued Remodel or Extended Remodel Permit shall be displayed on the outside of the entry door to the Unit in which the work is being performed.

_____ Upon Issuance of a Permit or Extended Permit, and before commencement of work to be performed, the Contractor(s) must register with the RCI Office of Registration & Records and receive a Pass or Passes to be displayed through the front windshield of the worker's vehicle(s) while same are on the property of Scottsdale Shadows.

_____ A Full Remodel shall include the remodeling of more than one (1) room in any one Unit.

_____ A Partial Remodel shall include the remodeling of one room in any one Unit, the removal or installation of walls or partitions in any one room; the installation of Windows; installation of Flooring of any kind (including carpeting); installation or removal of any appliance or performance of any work affecting electric or plumbing (except the changing of a flapper in a toilet); installation of kitchen or bathroom cabinetry; painting of any room or rooms.

** A Partial or Full Remodel, for the above purposes shall be defined to include any work performed in a Unit requiring the removal or installation of walls or partition(s); work affecting electric or plumbing; complete or partial remodel of a room or rooms; installation of carpet, tile or other permitted flooring; installation of fans or permanent lighting; installation of windows, or patio doors; remodel of a balcony; installation of appliances affecting plumbing or electrical systems.*

REMODEL PERMIT FEES

Full Remodel:	Refundable Deposit (subject to reduction for damage)	\$500
Partial Remodel:	Refundable Deposit (subject to reduction for damage)	\$250
Extended Full Remodel:	Additional Refundable Deposit (subject to damage reduction)	\$250
Extended Partial Remodel:	Additional Refundable Deposit (subject to damage reduction)	\$125

Approved by the Regime II Board of Directors (Effective June 21, 2007)

**REGIME II CHECKLIST FOR OWNERS AND RESIDENTS
(BUILDINGS 22 & 23) (Page 3 of 3)**

_____ In the event that the Refundable Deposit shall not be adequate to cover any damages that may have been caused to Regime Common elements or property, the Homeowner shall remain liable for the difference between the amount of the deposit and the actual damages.

_____ All Refundable Fees shall be retained by the Office of Registration & Records without being deposited (unless the Remodel extends beyond 60 days) in which case the check therefore shall be deposited in an account maintained by the Regime for such deposits. Any such funds to be returned to the Homeowner shall be returned either by the Office of Registration & Records or the Regime, as the case may be, within ten (10) working days after completion of the Remodel, and determination that there has been no damage as a result of such Remodel.

_____ There shall be no need for a Permit, or payment of any fees in conjunction with a Minor Repair which shall constitute any repair not covered hereunder, nor for any delivery of any appliance or furniture or furnishings that do not affect electrical or plumbing systems. (The Homeowner, Tenant or Resident Occupying the Homeowner's Unit must notify the Office of Registration & Records and the Gatehouse, within forty eight (48) hours prior to any removal or delivery of furniture, furnishings, or appliances, etc. to enable the elevators to be padded and common elements to be inspected.

_____ Non-Refundable Regime Move In/Move Out Fee \$100

_____ Refundable Regime Move In/Move Out Fee \$200

_____ Contractor must place covering over carpet in front of Unit doorway to extend three feet in either direction

I (We) have read, understand and agree to all of the foregoing contained in the pages comprising this checklist

NOTE: IF YOU DO NOT BELIEVE THE WORK BEING PERFORMED IN YOUR UNIT IS COVERED BY THE FOREGOING, PLEASE CALL THE REGIME PRESIDENT OR BUILDING ADMINISTRATOR

