



Scottsdale Shadows

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Scottsdale, Arizona, 85251
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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: _____

BUILDING _____ UNIT _____
REGIME VI CHECK LIST FOR OWNERS & RESIDENTS
(BUILDINGS 30 & 31) [Pg. 1 of 3]

Kindly 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 30 or 31 Owned or Occupied by them.

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 VI 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, then 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 VI President or Building Administrator copies of (1) the Contractor's License with the State of Arizona, (2) Workman's Compensation Certificate, (3) Liability Insurance Certificate, or a written statement that either (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 the issuance of a *Remodel Permit*, which 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 Contractor(s), (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 below.

_____ 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.

_____ All fees shall be paid 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 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 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.*

Approved by the Regime VI Board Of Directors (Effective March 1, 2007)

**REGIME VI CHECK LIST FOR OWNERS & RESIDENTS CONTINUED
(BUILDINGS 30 & 31) [Pg. 2 of 3]**

_____ 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.

REMODEL PERMIT FEES

Full Remodel:	Refundable Deposit (subject to reduction for damage)	\$500.00
Partial Remodel:	Refundable Deposit (subject to reduction for damage)	\$250.00
Extended Full Remodel:	Additional Refundable Deposit (subject to damage reduction)	\$250.00
Extended Partial Remodel:	Additional Refundable Deposit (subject to damage reduction)	\$125.00

_____ *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) 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 connection 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

FAILURE TO COMPLY WITH ANYTHING CONTAINED HEREIN WILL RESULT IN THE IMPOSITION OF FINES

I (We) have read, understand and agree to all of the foregoing: _____
 Contained in the three (3) pages comprising this checklist

NOTE: IF YOU DO NOT BELIEVE THE WORK BEING PERFORMED IN YOUR UNIT IS COVERED BY THE FOREGOING PLEASE CALL MIKE GREENBERG (Regime

REGIME VI ADDITIONAL CHECK LIST HOMEOWNERS &
RESIDENTS

(Buildings 30 & 31) [Pg. 3 of 3]

Please Initial to Confirm Instructions, return to Regime President

	<u>FEES</u>
_____ Non-Refundable Regime Move In/Move Out Fee	\$100
_____ Refundable Regime Move In/Move Out Fee	\$200
_____ Pets must be hand carried through hallways and elevator, when leaving building.	
_____ Dogs must be leashed when walked to the dog sanitation area and must not be walked on the golf course at any time. Any resident found not complying with this rule will be subject to a fine and possible removal of pet.	
_____ Excess barking by any dog will be met with a fine against the owner and possible removal of the dog.	
_____ Contractor must place covering over carpet in front of Unit doorway to extend 3 feet in either direction	

FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN FINES

Approved by Board of Directors of Regime VI
Effective March 1, 2007

I (We) have read, understand and agree to all of the foregoing: _____
Contained in the three (3) pages comprising this checklist _____

Approved by the Regime VI Board Of Directors (Effective March 1, 2007)