

## Do this when planning repairs and alterations to your apartment

1. Contact your Property Manager
2. You will receive a form and instructions on how to make a written notice to the Board
3. Return the form and all necessary and requested information in writing to the Property Manager

**Note:** The costs of the application process and the costs of supervising the repair project will be borne by the shareholder.

4. The Board will process the notifications within about a month
5. The Board shall notify the applicant in writing of the decision
6. Repairs or alterations **MUST NOT** be started before the decision of the Board
7. Also inform neighboring apartments about renovations
8. The Property Office shall file the notices with their attachments. Repairs and alterations are stated on the property certificate.