

REQUEST FOR SLIDER REPLACEMENT

UNIT # _____

Name: _____

Date: _____

Which slider are you replacing? Circle one: Dining Room Bedroom Cellar

Why does the slider need to be replaced? (Ex. Broken glass, rotten frame, hard to open or close)

INSTRUCTIONS:

1. Complete this form and submit it to the Board of Trustees at our mailing address, below.
2. Trustees or their representative will determine if the slider needs to be replaced.
3. If a new slider is approved, Board of Trustees will pay one half (up to \$750) toward the replacement door. Unit owner is responsible for all other costs involved with this project.
4. You may select any appropriate replacement door, provided it is vinyl clad on the outside to match the color of the existing door, and schedule installation.
5. Installation must be completed by a reputable, licensed, insured installer.
6. Old door and all construction materials and debris must be removed from the property by the installer.
7. Once installation is complete, you must submit a copy of the purchase receipt which clearly shows the name of the retailer, the brand and style of door, and the installed price of the door. If slider is part of a larger project, the above information must be clearly stated.
8. The Board of Trustees or its representative will inspect the door within seven days after we receive the purchase receipt. A check, made out to either the retailer or the unit owner, will be issued within three days after the inspection.
9. Please note: If you wish to have the new slider connected to your security system, you will need to hire an alarm company to do this work.

Name of retailer: _____

Installation date: _____

I have read the above and agree to the conditions.

Signed

Date

For Official use only:

Inspected by:		Inspection date:
Inspector comments:		
Check No.	Name of Payee	Date of Check