

# MONUMENT

## REQUEST FOR PERMISSION TO INSTALL DOUBLE GLAZING

Apartment no.		Lot no.	
Name (Must be the Owner or legal representative)			
Contact phone nos.		Email address	
<p>I request the consent of the Owners Corporation to install double glazing on one or more windows in my lot, and hereby understand and agree that if my request is granted:</p> <ol style="list-style-type: none"> <li>1. the additional glazing must be installed on the interior of the windows (i.e. on the inside of the unit) and must not alter the external appearance of the building; and</li> <li>2. the installation method must not interfere with or damage the Common Property or the property of any other Lot Owner. (This includes the window frames and windows themselves, which are considered Common Property.); and</li> <li>3. the installation must be performed by a person of suitable experience, and must be conducted in a proper and workmanlike manner. <i>(Note: A list of recommended contractors may be obtained from the Concierge.)</i></li> </ol>			
Indicate which windows are to be double glazed (Please be specific)			
Intended method of installation			
Proposed colour of additional glazing panel			
Will the additional glazing be noticeable from the outside?	<p>Yes / No (Circle one)</p> <p>If yes, please give details:</p>		
Will the installation involve alterations to Common Property, including window frames and existing glazing panels?	<p>Yes / No (Circle one)</p> <p>If yes, please give details:</p>		
Additional details for consideration by Executive Committee			
Signature		Date	

Please scan and email the completed form to [stratamanager@themonument.com.au](mailto:stratamanager@themonument.com.au). Alternatively, please fax/mail the form to the Strata Manager using the contact details provided on the Monument website ([www.themonument.com.au](http://www.themonument.com.au)).

The Strata Manager will table your request at the next Executive Committee Meeting and you will receive written notification once a decision has been made.

20 PELICAN STREET SURRY HILLS NSW 2010

T: 02 9283 3630 F: 02 9283 5682 [www.themonument.com.au](http://www.themonument.com.au)