



**Marshview Villas
BOARD APPLICATION REQUEST**

IMC Charleston
1 Carriage Lane, Ste. C100
Charleston, SC 29407

Date Received: _____

Board Review: _____

Phone: 843-297-8590
Fax: 843-952-7192
Email: Info@imcchs.com
Website : www.imccharleston.com

Note: Homeowners should complete this form in its entirety and return it to the Association Manager. Homeowners are responsible for complying with the community's governing documents and requirements of ALL applicable City and County Codes and Ordinances. There is a \$1000 deposit required when the form is submitted. The check is held until project is completed.

PROPERTY INFORMATION: *This section must be completed.*

Property Address: _____

Name of Owner: _____

Daytime Telephone Number: _____

E-Mail or Alternate Contact Information: _____

PROPOSED IMPROVEMENT /ALTERATION: *Please check all that apply*

- Flooring change
- Painting
- Storm Door
- Door, Window Replacement or Additions
- Signage and/or Lighting
- Other (please list) _____



DESCRIBE PROPOSED IMPROVEMENT/ALTERATION: Please attached additional sheets if necessary.

AUTHORIZATION TO VISIT PROPERTY. Site visits to the property by the Association are essential to process this application. The Owner, as signed below, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.

PLEASE COMPLETE THE FOLLOWING:

- Send one original, signed, completed application to:

IMC Charleston 1 Carriage Lane Suite C 100
Charleston, SC 29407 or Fax: 843-952-7192
Email to Info@IMCCHS.com

- Attach list of materials to be used.
- Work will be completed by (yourself or company): _____
- Estimated time to complete project: _____

APPLICANT'S AGREEMENT & SIGNATURE:

I have read my Community's governing documents and believe I am in compliance with all Covenants and Restrictions. I also understand that it is my responsibility to verify all property lines, easements, and city and county codes and ordinances. I understand that any permits required will be obtained and posted. I will not begin any projects until written approval has been received by the ARB. I can expect a response from the Association within **30 days**.

Owner's Signature: _____

Date: _____