



REQUEST FOR A LETTER OF COMPLIANCE

Date: _____

RE: _____
Property Address

Closing date, if known: _____

The undersigned property owner requests that the Covenant Advisor visit the above property for compliance with the Village Covenants and understands that this may take several weeks to be processed. In addition, the application process for any unapproved alterations may take additional time. Any violations found and not corrected may be pursued as covenant violations.

Signature of Owner

Printed Name of Owner

OWNER SIGNATURE AND PRINTED NAME REQUIRED

Mailing Address of Owner

Phone Number of Owner

Email Address of Owner

Real Estate Agent's Name and Company

Agent's Email Address **OR** Fax number

NOTE: Please fill in as much information as possible so that all parties receive a copy of the letter. The Covenant Advisor will be checking to see that all exterior alterations have Architectural Committee approval and that the property is in compliance with the maintenance covenants of the Village.

Drop off at the KCCA Village Office at Amherst House, 7251 Eden Brook Drive, email to kccovenants@columbiavillages.org or fax to 410-381-9628.

Celebrating 40 years in 2017!

WHAT TO KNOW ABOUT A LETTER OF COMPLIANCE

1. A visit will be made to your property by the village Covenant Advisor.
2. Your property will be inspected for;
 - ✓ Exterior Maintenance - some examples include:
 - Unkempt Yard
 - Mold and mildew
 - Peeling paint
 - Rotten wood
 - ✓ Unapproved Alterations - some examples include:
 - Exterior Light Fixtures
 - Decks
 - Fences
 - Color change
 - Security Lights (make sure the lights point down)
 - ✓ General clean up
 - Remove pots, old newspapers, misc. debris
 - Weed the garden beds and all landscaped areas
 - Stack firewood neatly behind the house and within sidelines of the house

Note: The above items are the most frequently observed violations and do not constitute all the items that the Covenant Advisor will check for.

Please allow two weeks for the processing of your request.

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