

Suite Modification Request

Date: _____

Tenant Name: _____

Suite #: _____

Tenant Primary Contact Information: Email: _____

Phone: _____

Type of Modification: *Please check a box*

Electrical Plumbing Flooring Walls Datawatch Alarm System Cameras

Other: _____

Describe all requested modifications or alterations below (failure to include a description of all requested modifications or alterations may result in the denial of your application Request):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Contractor Business Name: _____

Contractor Phone: _____ **Contractor Email:** _____

Contractor Address: _____

REQUIRED APPLICATION CHECKLIST *Check off the items included with the Request*

- 205 Datura Tenant Construction Checklist & Tracking
- Scope of Work
- Plans or Drawings
- Contractor Licenses
- Contractor Health & Safety Manual
- Contractor Emergency Contact
- Contractor Certificate of Insurance - The Certificate of Insurance should be named as follows:
Certificate Holder: 205 DATURA WPB LLC; 205 Datura Street, West Palm Beach, Florida, 33401
Additional Insured: COCO US GROUP HOLDINGS LLC; 205 Datura Street, West Palm Beach, Florida, 33401

Government Permits Required? Yes No

If yes, list all required: 1) _____

2) _____

Consultants? Yes No

If yes, please list Consultants: 1) _____

2) _____

If the work requires a building permit application and/or a notice of commencement, the Landlord will issue a conditional approval and will require a copy of the relevant document(s) prior to granting final written approval. No work may commence without final written approval from the Landlord.

Tenants are required to obtain prior written consent from the Landlord before undertaking any work or repairs. Furthermore, any noisy activities should be conducted after business hours or during weekends to ensure a comfortable environment for all Tenants.

For Management Use Only

Approved **Additional Information Required** **Denied**

Comments:

Landlord Signature: _____ Date: _____