

# REQUEST FOR SLIDING DOOR REPLACEMENT

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Unit Number: \_\_\_\_\_ How many sliders in your unit? \_\_\_\_\_

Which slider needs replacement? Circle one: Bedroom Dining Room Cellar

Why does the slider need to be replaced? (Ex. broken glass, core of door is rotten, hard to open and close)

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## PLEASE NOTE:

1. Prior to door purchase, this form must be submitted to the Board of Trustees. Please mail to the address at the bottom of this form.
2. The manager will determine if a slider needs to be replaced.
3. If a new slider is approved, the Board of Trustees will pay ½ of the cost of a replacement door up to a maximum of \$750, with the check payable to the retailer, and the balance of the door, if any, and the installation to be paid by the unit owner.
4. Any appropriate replacement door may be selected, however it must be:
  - All vinyl clad on the outside to match the color of your existing door
  - Installed by a reputable, licensed, insured installer
5. The work is to be completed in a professional manner. **All debris must be completely removed from the property by the installer.**
6. A copy of the purchase receipt **must** be submitted to the Board of Trustees to be placed in the permanent file for the unit.

## REMINDER:

Your slider is connected to your alarm system. For your continued security, you'll need an alarm company to reconnect your new door to the system.

Name of retailer

Anticipated installation date

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I have read the above and agree to the conditions.

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Signed

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Dated

Mail to: Board of Trustees, 200 Lambert Terrace No. 87, Chicopee, MA 01020

Revised 04/08