

Community Improvement Association of Shadow Bay Inc.
Email permit and all requested documents to: accshadowbay@gmail.com
Send \$500.00 Deposit to IMC*2109 West Davis Street*Suite C* Conroe, TX 77304
281-419-1653 or pay via Shadow Bay portal

**OWNER'S ACCEPTANCE OF REQUIREMENTS FOR
MOVE OUT OF MANUFACTURED or MODULAR HOME IN SHADOW BAY
SUBDIVISION**

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Yes/No/NA (non applicable) to be completed by owner

_____ Owner is current on subdivision dues?	_____ Manager verification
_____ Has the \$500.00 Move-out deposit been paid?	_____ Manager verification
_____ I am Owner of property per Shadow Bay Files?	_____ Manager verification

Only after the Permits have been approved by the Architectural Control Committee (ACC), May the owner proceed with move-out of the home.

No home may be removed from the subdivision without the written consent of the ACC. Consent will be granted, on request, to the Owner of the lot and home. The permit request must be accompanied by a clean-up deposit of Five Hundred Dollars (\$500.00) made out to CIA of Shadow Bay and delivered to Shadow Bay's Property Manager. Deposit will be refunded after inspection of the empty lot and all conditions are met, by representatives of the ACC. The request for consent must be submitted a minimum of seven (7) days prior to the day of the anticipated removal. The deposit will insure that the premises from which the home is removed are in an acceptable condition after the removal. The property owner further understands that they are responsible for any damage done to Shadow Bay property or any other property that is caused by the move out process of the home. The owner agrees to replace or repair any such damage and all corrections shall be made by the owner within (30) thirty days from home being moved out unless prior approval has been given.

I understand and agree that I will meet the requirements of the Permit PRIOR to Move-Out of the home within the thirty (30) days allowed of permit acceptance date. If I fail to meet all the requirements within the time allowed, I understand that I may forfeit all or part of the \$500.00 deposit. The ACC will not unreasonably withhold consent to a request for extension of time.

I understand all requirements and that I am responsible for the full cost of any damages that are caused by Home move-out.

Owner's Signature

Date Signed

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Final Approval after Move-Out Of Manufactured or Modular Home

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Note: Once the Home has been moved out and all requirements are met, owner may call or email the Shadow Bay's Property Management to schedule a final inspection by the Architectural Control Committee (ACC). The property manager will contact owner informing them if approval was granted.

Yes/No/NA(Not Applicable) to be checked by member of ACC

- _____ Is Lot(s) cleaned up of trash, tree limbs, and other debris?
- _____ Porches and Steps have been removed from Lot?
- _____ All trenches made by moving trailer out have been repaired?
- _____ Any damage to fences have been repaired due to move out of Home.
- _____ All damage has been repaired, to lot and any other property in the subdivision, including roads.
- _____ Move Out inspection request been made before or on the 30th day of acceptance.

I have read the above Final Approval and understands all requirements must be met prior to receiving a refund of the \$500.00 deposit.

Owner's Signature: _____ Date: _____

Final Inspection Date: _____ Approved Date: _____