

**The Berkeley Condominium Association, Inc.**

[propertymanager@berkeleycondominium.org](mailto:propertymanager@berkeleycondominium.org)

10900 SW 104 Street, Miami, FL 33176

Phone: (855) 596-7039

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**CONDOMINIUM ROOF ACCESS REQUEST FORM**

**(1) ONLY OWNER(S) CAN FILL OUT THIS FORM:**

Name of Owner Requesting Access: \_\_\_\_\_

Owner must provide a copy of their Driver License.

Berkeley Unit Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for access request: \_\_\_\_\_

**(2) PROVIDE REQUESTED DOCUMENTS (BEFORE REQUESTING APPOINTMENT)**

**For A/C Related Work:**

- Certificate of Liability Insurance with the name of the A/C technician, or A/C Company.
- Certificate must include "The Berkeley Condominium Association Inc."
- Copy of Worker's Compensation Policy (Exemptions approved for companies with only one (1) employee)
- Copy of A/C Technician's license, or A/C Company's License.
- Copy of Driver License of the Technician who will perform the work.

**TECHNICIAN MUST BRING BRING HIS OR HER DRIVERS LICENSE TO APPOINTMENT**

**NOTE: A/C unit replacements: If the entire unit on the roof will be replaced, a crane must be used to remove the old unit and to install the new unit.**

Video cameras are recording. Fines will apply for units that do not follow this instruction. Furthermore, damages to Berkeley's property will be billed to owner.

**For Sale/Purchase Inspections, or Other Official Inspections:**

- 1) Copy of Inspector's License. 2) Copy of Inspector's Driver License.

**(3) UNIT OWNER MUST REQUEST APPOINTMENT AT LEAST 24-HOURS IN ADVANCE by sending an e-mail to [propertymanager@berkeleycondominium.org](mailto:propertymanager@berkeleycondominium.org).**

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Signature of Owner

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Date