

**Hacienda Riquelme Community of Owners  
Apartment Modifications Application Form**



Applications will not be processed, if the applicant's community fees are not paid up to date.

Application date:
Applicant's name:

HR address /Plot number:
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Other address (home):
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Email:
Phone number(s):

Key holder name:
Email:
Phone number(s):

Contractor name:
E-Mail:
Phone number(s):

Please provide details of the proposed modifications below, along with sketches and photographs:
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Signed:
Dated:

For modifications that involve the garden area of a ground floor apartment, a 600 Euro deposit will be required to be paid to the administrators to cover any incidental damages to the communal irrigation system, or to the surrounding garden areas. This will be returned once a final inspection has been carried out by the administrators, subject to any damages being corrected.

For modifications that involve the garage area of an apartment, a 300 Euro deposit will be required to be paid to the administrators to cover any incidental damages to the garage area. This will be returned once a final inspection has been carried out by the administrators, subject to any damages being corrected.

Important- Some of the modifications listed in the guidelines may also require planning permission from Murcia Town Hall. These include the glazing in of terraces/balconies/utility rooms and adding a roof/glazing to a pergola etc. Please ensure that you obtain this permission before commencing any such modifications.

Your contractor must have a copy of the approved planning application when carrying out the works.