

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT
PROPERTY DAMAGE REPAIR REQUEST FORM

Property owners requesting that the CDD undertake repairs to their upland property located along the community canal system should review the Harbor Bay Community Development District procedure for processing property damage repair requests, [insert link to form] and complete this Repair Request Form. Please provide as much information as you have available, and feel free to attach additional sheets as necessary. Once you have completed and submitted this form, your property will be inspected and the matter will be forwarded to the CDD's Board of Supervisors.

1. Complete name of all property owners: _____

2. Address of property: _____

3. Name and phone number of contact individual associated with this property: _____

4. Date of purchase of the subject property: _____
5. Name of homebuilder: _____
6. Name of contractor who built upland improvements in need of repair (if known):
(including retaining walls, pools, pavers, screen enclosures, etc.) _____

7. Describe the damage in need of repair: _____

8. When did you first observe the condition which is the subject of this request? _____
9. Please describe what you believe to be the cause of the damage which is the subject of
this request : _____

10. Have you performed any other work in the area of the claimed damage subsequent to the initial construction of the home and/or upland improvements? _____

11. If you answered yes to Number 10, above, provide the name and phone number of any contractor(s) that performed the work, describe the nature of the work performed, and identify the date(s) the work was performed: _____

12. Do you have an irrigation system or other underground pipes or cables behind the seawall? _____

13. If you answered yes to Number 12, above, please describe their location. _____

14. Do you have either water or electric service connected to a dock behind your property?

15. If you answered yes to Number 14, above, please describe the location of the connection(s). _____
16. Name and address of homeowner's insurance company: _____

17. Note, property owners are not required to submit a claim with their homeowner's insurance company before making a claim with the CDD. However, if you have submitted a claim, please state the date of the claim and provide any information submitted to your insurance company. _____

18. Please describe the disposition of your prior insurance claim if you filed one (and attach a copy of your policy, any correspondence to/from your insurance company, and any reports or other documentation received from your insurance company regarding your claim). Note, a copy of your insurance policy is required to submit a claim. _____

19. If you have any photographs or video images of the damage, please submit them electronically to jroethke@rizzetta.com (please be sure to reference your address in the subject line so the photographs can be properly associated with your claim).

20. Please provide or submit any additional information which you believe might be helpful to the CDD in considering this request. _____

21. Do you authorize representatives of the CDD to gain access to your property, outside your home and after contacting you, when you are not present for the purpose of investigating this request?

Yes _____ No _____

(Please keep in mind that the CDD has the right to access the seawall and the area behind it which is subject to an easement. This being said if the damage you're reporting is located outside the CDD easements, it will be necessary to gain access to your property to inspect the damage which is the subject of this request.)

PRINT NAME

SIGNATURE

DATE

PLEASE RETURN THIS COMPLETED FORM TO:

Harbor Bay Community Development District Manager
Attn.: Joseph Roethke
Rizzetta & Company
9428 Camden Field Parkway
Riverview, Florida 33578
jroethke@rizzetta.com

PLEASE NOTE THAT ANY INSPECTION DONE BY THE CDD IS FOR CDD PURPOSES ONLY AND MAY NOT BE RELIED UPON BY THE HOMEOWNER FOR ANY PURPOSE.

NOTE TO STAFF: This form may contain confidential information. Please do not disclose its contents without first consulting the District Manager.

PRIVACY NOTICE: Under Florida's Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you believe that your records may qualify for an exemption under Chapter 119, Florida Statutes, please notify the District Manager, Joseph Roethke by e-mail at jroethke@rizzetta.com or by phone at (813)933-5571.