



**Monmouth Way Maintenance Association  
Chimney Certification Form**

I, \_\_\_\_\_, owner of Unit # \_\_\_\_\_ am aware that the Monmouth Way Maintenance Association's governing documents [Section 10.03(c)] require that all units with a fireplace have annual maintenance of the flue and chimney.

I am also aware of the following regarding this maintenance:

- All flues and chimneys are to be inspected and cleaned (if required) annually, even if they are not used. There are no exceptions to this section of the governing documents.
- Maintenance is done at the expense of the homeowner.
- Maintenance must be performed by a qualified person.
- Owners must submit, annually, proof of inspection and cleaning (if required) to the property manager.

We suggest you keep a copy of these documents in case your insurance company requests them in case of a loss due to fire. If there were ever a chimney fire in your condominium, this form will be available, along with your enclosed proof of inspection and cleaning (if required), as documentation that you have been maintaining the chimney in your unit.

You should also be aware that if you sell your condominium, prospective buyers must be aware that this requirement is in effect.

**ACKNOWLEDGEMENT**

I, as the owner of Unit # \_\_\_\_\_, acknowledge that I will accept full responsibility for the use/misuse of the fireplace by myself, any guests, tenants, or visitors to my condominium.

\_\_\_\_\_  
Signed (Homeowner)

\_\_\_\_\_  
Date

Please retain a copy for your records and return a signed copy to:

Edgewater Management Group  
P.O. Box 150  
Fort Edward, NY 12828

Or email a copy to:  
[kelly1@edgewatermg.com](mailto:kelly1@edgewatermg.com)

Or fax to:  
888.567.6784