Prior to any contracted alternation, renovation or construction being undertaken on any unit, the following documentation is required for review by building Management and the Board of Directors. Please submit all items below at least **2** weeks prior to any anticipated commencement of work to New Bedford Management (tel: 212-674-6123, fax: 212-532-0248).

Work cannot begin until written approval from the Managing Agent and/or Board is received by the Owner.

- Plan of work (scope of work)
- Projects consisting primarily of “replacements of like kind” – sink for sink, cabinet for cabinet, tub for tub - can be described by the owner. However, any anticipated change to load-bearing walls, plumbing, gas or electrical must be accompanied by engineering or architectural plans; relevant city permits must be posted; and required changes to building plans documented.
- Certificates of Insurance
  - Naming Contractor(s), New Bedford Management, and Coop Corporation/Condominium as covered entities, minimum $1,000,000 for personal liability and property damage insurance. (For projects of major scope additional coverage may be required by the Board.)
  - Workers’ compensation and liability insurance, covering all employees of the contractor(s) and subcontractor(s).
- Refundable damage deposit ($ depending on building requirements)
- Renovation fee ($750.00, suitable to the scope of work proposed).
- Fee will be set by the Managing Agent or Board of Directors to cover cleaning of carpets and entry areas, minor repairs and repainting, and additional labor within the building.
- Signed “Renovation & Alteration Plan” to be posted on the basement bulletin board for resident information
- Signed “Renovation & Alteration Agreement” specifying conditions which the owner has agreed to meet for the duration of the project.

Attachments:

1. “APARTMENT RENOVATION & ALTERATION PLAN” contact sheet to be posted
2. “RENOVATION & ALTERATION AGREEMENT”
To be posted on basement bulletin board for duration of work

Building address ____________________________ Unit Number ________________

Proposed dates of work ________________ to ________________

Nature (scope) of work

____________________________________

____________________________________

____________________________________

OWNER(S) INFORMATION

Name: ______________________________________

Telephone: (am) __________________________ (pm) __________________________

E-Mail: ________________________________

Emergency Contact Name: _______________________ Telephone: ________________

CONTRACTOR INFORMATION

Project Manager Name: _________________________

Company name: ______________________________

Telephone: (am) __________________________ (pm) __________________________

Accountable key holder for building access: ________________________________

The above listed owner and contracting project manager have submitted all required plans, insurance and a full alteration agreement to New Bedford Management. They have paid a usage fee and made a damage deposit in anticipation of this work. They agree to abide by the policies of the condominium regarding:

- hours of work (M-F 9:00-5:00 with the exception of painting or other silent work not requiring use of the elevator);
- use of elevator (M-F 9:00-5:00; priority given to residents);
- level of noise (subject to special appeal by residents if intrusive);
- observance of holidays (no work on major civic or religious holidays);
- coverage of floors (from street to elevator, in elevator, and from elevator to apartment);
- removal of rubbish, (everything bagged or contained);
- daily cleanup of floors and common areas.

The management reserves the right to take any needed steps to suspend work and refuse building access to workmen in case of violation of any provisions of said agreement.

Signed by:

Owner/responsible for project: __________________________ Date: ________________

Contractor/Project manager: __________________________ Date: ________________

Management Representative: __________________________ Date: ________________
RENOVATION & ALTERATION AGREEMENT

To be submitted to the Managing Agent at least two weeks prior to anticipated start of work
New Bedford Management Corporation
210 East 23 St., 4th Floor, New York, NY 10010
Tel: 212-674-6123 Fax: 212-532-0248

Owner Name: ___________________________ Apartment Number: ______

I request permission to undertake alteration and/or renovation to my apartment. On receipt of such permission, I agree to abide by the provisions described herein.

≡ PLAN OF WORK

A plan of work is attached. I have supplied architectural and/or engineering plans for any work beyond “kind for kind” replacements.
If required by law or Governmental regulation, I will file plans with and procure the approval of all Governmental Agencies having jurisdiction over the work and, not more than ten days after receipt of such approval, provide copies of every permit or certificate issued to the Managing Agent. If there be any doubt as to the need for such approval, the Managing Agent shall be the sole arbiter in resolving the doubt.
At the completion of the work, I will deliver to you an amended Certificate of Occupancy and a certificate of the Board of Fire Underwriters, if either is required, and such other proof as may be necessary to indicate all work has been done in accordance with all applicable laws, ordinances and Government regulations.

≡ SCHEDULING OF WORK

My proposed start date for this work is: ____________________________
The expected duration of the work is: ____________________________

I understand that scheduling of concurrent renovations or alterations is subject to approval by the managing agent, to prevent undue stress on building resources. I will agree to a reasonable compromise if multiple projects are anticipated during this time.

All permitted work shall be completed expeditiously and all work must be completed within the period stated in the work plan. Failure to complete work within the proposed period may require action by the Condominium Association.

≡ CONTRACTOR LICENSING AND INSURANCE

I agree to use a licensed and insured contractor.
I will provide evidence of the following insurance coverage by my contractor(s):

a. Comprehensive personal liability and property damage insurance policies, each in the minimum amount of $1,000,000.00, which policies name the Corporation/Condominium Association and Managing Agent, as well as the workmen’s compensation and employees’ liability covering all employees of the contractor.
RESPECT OF RESIDENTS AND BUILDING POLICIES
All work associated with this project will respect building policies and the rights of other residents with regard to undue noise and disturbance, and other aspects of quality of life in the building. Specifically:

a. Hours of work and observance of holidays
   - Work will be undertaken only Monday to Friday, 9:00 to 5:00 pm.
   - No work causing noise, dust, odors, and/or frequent use of the elevator will take place on major civic and religious holidays (New Year’s Day, President’s Day, Easter, Passover, Rosh Hashanah, Yom Kippur, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and Christmas.)

b. Notice of elevator use and utility turnoffs
   - The building Superintendent will be given sufficient notice that any plumbing, gas, or electricity “turnoffs” can be posted for all residents 24 hours in advance.
   - The Superintendent and/or Management may require coordination of concurrent projects such that “turnoffs” do not occur on successive days
   - The Superintendent will receive 24 hour notice of any deliveries or rubbish removal requiring sustained use and/or protection of the elevator.

c. Building protection and cleanup
   All work associated with this project will include:
   - Daily coverage of all floors used (from street to elevator, in elevator, from elevator to apartment)
   - Daily broom and/or vacuum cleanup of floors and common areas.
   - Comprehensive precautions to prevent dust, dirt, and odors from permeating other parts of the building during the progress of work, including maximum ventilation of odors, closure of common air vents during dusty work, and dampening of dust and sweepings.
   - Proper removal of rubbish: materials and rubbish will be placed in barrels or bags before being taken out of the apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the building and removed at the owner’s expense.

FEES
I will pay the following:
   - Decorative Renovation Fee of $250, to New Bedford Management, to cover review, ongoing tracking and maintaining during project, corresponding to the Board of Directors.
   - Refundable deposit to cover damages made payable to the property. This deposit will be based on the scope of work and determined after the initial review of the alteration.
☆ RISK OF DAMAGES

I understand that:

a. I assume all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or be attributable to the work being performed hereunder and all responsibility for the maintenance and repair of any alterations and installations after completion. This responsibility covers all work, whether or not structural, weather-tightness of windows, exterior walls or roofs, waterproofing of every part of the building directly or indirectly affected by the work, and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the building, or any of its equipment, is adversely affected by the work, I shall, when so advised, promptly remove the cause of the problem.

b. I recognize that there will be no change in the operations of the building’s heating system to facilitate the functioning of any heating units I may be installing.

c. I undertake to indemnify you, the Corporation/Condominium Association, the Managing Agent and residents of building for damages suffered to person or property as a result of the work performed hereunder, whether or not caused by negligence, and to reimburse the Corporation/Condominium Association for any expenses (including, without limitation, reasonable attorneys’ fees and disbursements) incurred as a result of such work.

☆ COMPLIANCE

This agreement may not be changed orally. This agreement shall be binding on the Cooperative Corporation/Condominium Association, the shareholder/owner, the contractor(s) and our personal representatives and authorized assigns.

In case of failure to comply with any of the provisions of this agreement, I understand that the Board reserves the right to take any needed steps to suspend work and refuse building access to workmen (other than to remove their tools or equipment).

Agreed by Owner:

______________________________  _______________________
Signature                      Date

PERMISSION GRANTED BY MANAGEMENT REPRESENTATIVE:

______________________________  _______________________
Name                          Title

______________________________  _______________________
Signature                     Date