



## **CONDOMINIUM ALTERATION AGREEMENT**

This Agreement, made as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between The Board of Managers of **the 400 Central Park West Condominium**, as agent for and on behalf of all its unit owners, (the “Board”) with an address c/o Century Management, 440 Ninth Ave, New York, NY 10001 and \_\_\_\_\_ (the “Unit Owner”) having a mailing address of 400 Central Park West, New York, New York 10025.

### **WITNESSETH:**

WHEREAS, Article 5, Section 15 of the By-Laws of the 400 Central Park West Condominium provides that the prior consent of the Board is required with respect to any structural addition, alteration, or improvement in or to a unit in the Building, located at 400 Central Park West, New York, New York, and

WHEREAS, the Unit Owner has requested that the Board consent to the additions, alterations, and/or improvements to the Unit (collectively, the “Alterations”) as shown in the architectural plans and specifications (“Plans”) annexed hereto as Exhibit A and made a part hereof, which Plans have been initialed by the Board and the Unit Owner;

WHEREAS, in order to obtain the Board’s consent to the Work as required in the By Laws of the Condominium, and the Rules and Regulations promulgated thereunder, the Unit Owner agrees to comply with the terms of the By Laws, the Rules and Regulations promulgated thereunder, and the obligations and policies of the Condominium;

NOW, THEREFORE, in consideration of the covenants contained here in and other good and valuable consideration the receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Unit Owner’s Submissions. Unit Owner herewith delivers to the Board:
  - a. Detailed plans, specifications and drawings of the Work, including a room-by-room list of all alterations to be undertaken, and, if required by the Board, detailed plans and specifications (the “Plans”) prepared by a licensed architect or engineer (if the nature of the alteration so requires), which shall not be modified by the Unit Owner after they are approved by the Condominium’s architect or engineer (the “Condominium’s Designated Engineer”) without the Condominium’s Designated Engineer’s \_\_\_\_\_ subsequent \_\_\_\_\_ approval.
  - b. A check in the sum of **\$150 payable to Century Management Services, Inc.** managing agent for the Building (the “Managing Agent”) as a processing fee in connection with this request and the work, if applicable.



- c. A check in the sum of **\$1,000 payable to the 400 Central Park West Condominium Corporation** to be held in escrow in a non-interest bearing account by the Managing Agent, as security in connection with this request to perform Work, if applicable.
  
2. Condominium's Review of Work as Proposed. Unit Owner acknowledges that the Condominium's Designated Engineer may, at Unit Owners expense, (a) review the Plans for the Work and (b) from time to time observe the Work to ensure that the Work conforms to the Plans and is otherwise in conformity with the requirements of this Agreement. Unit Owner shall provide access to the Apartment, from time to time, to permit the Condominium's Designated Engineer, the Managing Agent, the Resident Manager of the Building, or any other person the Board may authorize, to observe and inspect the Work. Unit Owner shall make all corrections specified by the Board as a result of such inspections, necessary to bring the Work into conformity with the Plans. The Board's failure to inspect shall not be considered a waiver of the Unit Owner's obligation to comply with this Agreement and the approved Plans. The Board shall notify the Unit Owner as to when inspections will be required. Unit Owner shall promptly correct all parts of the Work (whether or not such work is already fabricated, installed, or completed) rejected by the Board because of its failure to conform to the Plans or with the requirements of this Agreement or the laws, rules, orders or regulations of any governmental authority having jurisdiction over the Building or which violates any policy of insurance maintained by the Condominium. Unit Owner shall bear all costs of correcting such rejected parts of the Work, including the compensation for additional services to the Condominium of any architect or engineer made necessary thereby.
  
3. Pre-Conditions to Commencement of Work by Unit Owner. Unit Owner agrees:
  - a. Prior to beginning the Work, to provide the Board with complete and conformed copies of every agreement made with contractors, subcontractors and supplies;
  - b. Unit Owner must provide a copy of their house keys to their Contractor. The Contractor cannot have permission to retrieve keys from the Concierge Desk.**
  - c. If required by laws, rules orders or governmental regulations or the Condominium's Designated Engineer, to file plans, forms or applications (including, without limitation, any asbestos or lead-paint related forms filed in support of any applications) with, and procure the approval, permits, licenses and consents of all governmental agencies having jurisdiction over the work including, but not limited to, the New York City Buildings Department, the Board of Fire Underwriters and the Landmarks Preservation Commission, and, not more than ten (10) business days after receipt of such approval, to deliver to the Board a copy of every such permit or certificate issued. The determination of the Condominium's Designated Engineer as to the need for any such approval shall be conclusive;

- d. At the completion of the Work, the Unit Owner will deliver to the Board an amended certificate of occupancy and a certificate of the Board of Fire Underwriters, if either be required, and such other proof as may be necessary to indicate that all Work has been completed in accordance with all applicable laws, ordinances and government regulations, together with a statement from the architect or engineer who signed the Plans that the Work has been executed in accordance with those Plans. If an amended certificate of occupancy or certificate of the Board of Fire Underwriters is not required, the Unit Owner's Architect or Engineer must submit a written statement to that effect. The determination of the Condominium's Designated Engineer as to the need for an amended certificate of occupancy shall be conclusive.
- e. To procure from Unit Owner's contractor or contractors the insurance policies described on Exhibit "A" attached hereto, which policies shall name the Condominium, the Condominium's officers, managers, Unit Owners, Designated Engineer and the Managing Agent, as parties insured. Such policies shall provide that they may not be terminated until at least ten (10) days after written notice to the Condominium. All such policies or certificates evidencing the issuance of the same shall be (i) with companies that are reasonably acceptable to the Condominium, and (ii) delivered to the Condominium before the Work shall be permitted to commence.
4. Unit Owner to Give Notice of Actual Commencement of Work. Prior to commencing the Work, Unit Owner shall give at least five (5) days' written notice to the Condominium's Designated Engineer, the superintendent of the Building and the Managing Agent of the date the Work shall commence and the estimated duration of the Work.
5. Work Done at Unit Owner's Risk. Any damage to the Apartment or other areas of the Building, including, but not limited to, the Common Elements, structure, infrastructure, mechanical systems, equipment, elevators, door and finishes of the Building, caused by or resulting from the Work, shall be covered by the insurance coverage required of Unit Owner, or Unit Owner's contractor(s) or subcontractor(s) likewise to use all reasonable efforts, to cause any insurance carrier insuring Unit Owner or Unit Owner's contractors or subcontractors to expeditiously review and settle damage claims for which they are responsible.
6. Indemnification by Unit Owner. Unit Owner hereby indemnifies and holds harmless the Condominium, the Board, the Condominium's Designated Engineer, the Managing Agent, and other Unit Owners and residents of the Building, against any damages suffered to persons or property as a result of the Work. Unit Owner shall reimburse the Condominium, the Board, the Condominium's Designated Engineer, Managing Agent, and other Unit Owners and residents of the Building, against any damages suffered to persons or property as a result of the Work. Unit Owner shall reimburse the Condominium, the Board, the Condominium's Designated Engineer, Managing Agent, and other Unit Owners and residents of the Building for any losses, costs, fines, fees and expenses (including, without limitation, reasonable



attorney's fees and disbursements) incurred as a result of the Work and/or the Unit Owner's or any contractor's or consultant's failure to conform with this Agreement or any law or ordinance and which may be incurred by the Condominium in the defense of any suit, action, claim, or violation in connection with the Work or the abatement thereof.

7. All Costs Associated with Work Done at Unit Owner's Expense. Unit Owner accepts sole responsibility for the Work and for all costs in connection with the Work. If the Condominium obtains legal, engineering, or architectural advice either prior or subsequent to granting permission for the Work, Unit Owner agrees to reimburse the Condominium, on demand, for any reasonable fees (including attorney's fees) incurred. Unit Owner understand and agrees that all costs of labor, equipment and materials incurred by the Condominium, shall be charged to Unit Owner as additional rent under the By Laws.
8. Unit Owner's Contractor to Cooperate with Building Labor. All of Unit Owner's contractors and subcontractors shall employ only such laborers as shall not conflict with any of the trade unions employed in the Building or otherwise cause disharmony with any Building service union. The Contractor shall acknowledge this Agreement and agrees to, and shall cause all subcontractors to abide by, all of the rules and regulations of the Condominium.
9. Unit Owner's Responsibility for Consequences of Work. Unit Owner and any successor-in-interest assume(s) all risks of damage to the Building and its mechanical or electrical systems, and to persons and property in the Building which may result from or be attributable to the performance or existence of the Work and the maintenance and repair of any alterations and installations in the Apartment after completion. This responsibility covers all aspects of the Work, whether or not structural, including, without limitation, 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, Unit Owner, when so advised, shall promptly remove or correct the cause of the problem as determined by the Condominium. Unit Owner agrees that any air conditioning units, terrace plantings and/or structures, wherever located in the Unit or the Building, may be removed by the Condominium for the purpose of repairs, upkeep or maintenance of the Building, at the sole expense of the Unit Owner. If the Unit Owner does not promptly remove or correct the problem, the Condominium may have the problem corrected and the Unit Owner shall be liable for all costs and expenses incurred in connection therewith.
10. Prohibited Construction Methods. Unit Owner recognizes that there will be no change in the operation of the Building's heating system, ventilation system or air-conditioning system, if any, as a result of any heating or air-conditioning units, or other fixtures, equipment or appliances that Unit Owner may be installing. Unit Owner will not interfere or permit interference with the Building's intercom system, gas, electric, plumbing or any other service. Unit Owner agrees that exterior masonry walls shall not be penetrated.
11. Completion of Work. The Unit Owner shall use the Unit Owner's best efforts to ensure that the Work is completed expeditiously, but in any event all Work shall be completed within an



aggregate of 30 working days from the date of commencement of the Work, or such other period as the Condominium, in writing, designates (the "Completion Date"). The Condominium expresses no opinion regarding the feasibility of completion of the Work within this time period. No Work other than decorative work, such as painting, wallpapering, or carpeting, may be continued beyond the Completion Date without the Condominium's specific written consent. If the Work shall not have been completed by the Completion Date, the Condominium shall be entitled to apply, from the security funds provided pursuant to paragraph 1(c) of this Alteration Agreement, the sum of \$\_\_\_\_per day for each calendar day the Work remains incomplete. These amounts are acknowledged to be liquidated damages, and not a penalty, to compensate the Condominium and the Condominium's Unit Owners for the costs and inconvenience of the continuation of the Work, it being understood that the damages caused by continuation of the Work would be difficult to determine. The Condominium's application of the security funds provided pursuant to paragraph 1(c) of this Agreement as aforesaid shall be without prejudice and in addition to all other remedies the Condominium may have. If the security funds provided pursuant to paragraph 1(c) are fully applied, the Unit Owner agrees to pay all amounts due under this paragraph to the Condominium in weekly installments. The determination of whether the Work is completed shall be made by the Condominium, and the Condominium's determination shall be conclusive. The Unit Owner agrees that any consent by the Condominium to perform Work after the Completion Date may be revoked by the Condominium immediately if the Unit Owner fails to comply with any requirement of this Agreement or extension of the Completion Date.

12. Work Hours and Noise. The Work shall be performed only between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday; provided however, that "noisy work" which may disturb other residents shall not be performed before 10:00 a.m., Monday through Friday. The Work shall not be performed on Saturdays, Sundays, or legal holidays. The Condominium shall be the sole arbiter should there be any doubt as to noise levels which may be disturbing.
  
13. Unit Owner's Security Deposit. As security for the faithful performance and observation by Unit Owner of the terms and conditions of this Agreement, Unit Owner has deposited the sum indicated in paragraph 1(c) with the Managing Agent. In the event that Unit Owner or persons engaged by Unit Owner to perform the Work cause loss, cost or expense to the Condominium, including, without limitation, any loss, cost or expense arising from or relating to (a) the fees of the Condominium's Designated Engineer to review the plans and specifications or to review from time to time the progress of the Work; (b) the fees of the Condominium's attorneys engaged in the event of Unit Owner's breach or alleged breach of the provisions of this Agreement, or otherwise in connection with the Work; (c) damage to the carpeting or wallpaper in the Building's hallways or to any common area (including, without limitation, the cost of cleaning, shampooing, painting or repairing the same if soiled or otherwise damaged); (d) delays in completion of the Work, as more specifically referred to in Paragraph 11 of this Agreement, or (e) any other expenses incurred by the Condominium in connection with any complaints or breach of this Agreement, Unit Owner agrees that the Condominium may use, apply or retain the whole or any part of the security so deposited and the interest earned thereon, if any, to the extent required for the payment thereof. If the deposit is diminished by one-half of the original amount, Unit Owner shall replenish it to the full amount



within (3) days after written demand. Unit Owner's failure to so replenish the security deposit shall be a material breach of this Agreement and shall entitle the Condominium to stop the Work, and/or exercise any remedies it has hereunder. If Unit Owner shall comply with all of the terms and conditions of this Agreement, the security deposit and interest or remaining balance thereof, if any, shall be returned to Unit Owner.

14. Accessibility. Unit Owner agrees that all water, steam, gas valves, pipes and conduits, and other Building facilities, will be reasonably accessible following the work. If any portion of the Work should enclose such valves, pipes and conduits, and other Building facilities, contrary to the provisions of this Agreement, if requested by the Condominium's Designated Engineer, such portion shall be uncovered at Unit Owner's expense for observation and access. Such enclosure shall be opened and replaced at Unit Owner's expense.
15. Use of Public and Common Areas During Work. Unit Owner will not allow the halls, sidewalks, courtyards, or other public areas of the Condominium to be used for the storage of building materials or debris and agrees that the floor of the back halls to be used in connection with the Work will be covered with construction paper during the Work. If the Work mars or damages the back hall, stairs, or elevators, the Condominium may repair them at Unit Owner's expense. Unit Owner will take or cause their contractors to take all precautions necessary to prevent damage to the carpeting and wallpaper in the Building's hallways, elevators (including the doors and appurtenances) and to other common areas during the progress of the Work. If Unit Owner shall fail to promptly perform any repair, Unit Owner shall promptly pay all reasonable bills for such repairs.
16. Maintenance of Certain Safety Precautions. Unit Owner agrees that functioning fire extinguishers and smoke alarms will be maintained in the Apartment during the Work. Unit Owner agrees that the Work shall not block access to any fire exits in the Building. Unit Owner shall have smoke detectors installed within 15 feet of every sleeping area on the ceiling or wall pursuant to Local Law 62 of 1981 of the City of New York, and Unit Owner shall install window guards if a child or children 10 years old or under lives or resides in the Apartment pursuant to Section 131.15 of the New York City Health Code.
17. Unit Owner to Control Refuse, Dirt, Dust, Lead Based Paint, etc.
  - a. All precautions will be taken by Unit Owner to prevent dirt and dust from permeating other parts of the Building during the progress of the Work. 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 from the Apartment at Unit Owner's expense. Unit Owner recognizes that only the service elevator may be used for such removal and only at such times as the superintendent of the Building may direct. Unit Owner shall not permit any dumpster or garbage container to be left overnight in front of the Building and shall not permit any dumpster or garbage container to be left for more than five\_(5) consecutive days at the sides of the Building. Notwithstanding the foregoing, the placement of any dumpsters must comply with all governmental regulations, including





without limitation, obtaining any necessary permits.

- b. The Federal Task Force on Lead-Based Paint Hazard Reduction has recommended certain maintenance practices, including (1) limiting access to the work area to only workers, (2) isolating the work area with polyethylene plastic or equivalent, (3) protecting the workers, (4) protecting the Unit Owner's belongings by covering or removing them from the work area, (5) wetting the painted surfaces before disturbing the paint and (6) wetting the debris before sweeping. The Task Force has indicated that certain removal practices are unsafe, including (1) open flame burning, (2) power sanding or sandblasting (unless a special vacuum attachment is used to contain dust), and (3) dry scraping more than a de minimis surface area (de minimis means an area of less than one square foot per room). The Unit Owner shall cause the Unit Owner's contractors and/or workers to perform their work consistently with the recommendations of the Task Force and shall upon completion of the work perform specialized cleaning of the work area using methods designed to safely remove dust and debris which may contain lead.
- c. No more than sixty (60) days prior to beginning renovation activities in the Apartment, the contractor shall provide the Unit Owner with the Environmental Protection Agency (the "EPA") pamphlet entitled, Protecting Your Family from Lead in the Home, (the "Pamphlet"). If the Apartment is occupied by other than the Unit Owner, the contractor shall provide the occupant with the Pamphlet. The contractor shall be responsible for obtaining the Unit Owner's or the occupant's written acknowledgment of receipt of the Pamphlet or a certificate of mailing evidencing same. The Unit Owner hereby acknowledges that the Condominium has no liability or obligation in connection with this notification requirement of the EPA.

18. Unit Owner to Comply with Laws, etc. Unit Owner shall not do or permit any act or thing to be done contrary to law, or which will invalidate or be in conflict with any provision of any liability, multi-peril casualty or other insurance policies carried by Unit Owner or for Unit Owner's benefit. Unit Owner shall comply with all federal, state, and local laws, rules and regulations pertaining to asbestos and other hazardous material, as the same have been or may be promulgated, supplemented or amended from time to time prior to and during the abatement-work.

19. Acceptance of Responsibility by Unit Owner and Unit Owner's Successor in Interest.

- a. The Unit Owner releases the Condominium, the Managing Agent, the Condominium's agents and employees from any liability for damage to the portions of the Apartment affected by the Work which may occur in the performance of building maintenance repairs. Notwithstanding anything to the contrary contained in the By Laws, the Unit Owner accepts sole responsibility for the Work and costs in connection with the maintenance, repair, restoration or replacement of any portions of the Apartment affected by the Work and acknowledges that such responsibility shall pass to the Unit Owner's successor-in-interest in the Apartment.



b. Unit Owner or Unit Owner's successor-in-interest (i) shall advise each subsequent purchaser of Unit Owner's common interest in the Condominium appurtenant to the Apartment (a "Purchaser") of the Work undertaken by the Unit Owner and the Purchaser's obligations under this Agreement; (ii) shall provide copies of the Plans and this Agreement to the Purchaser; (iii) shall waive any claim or cause of action against the Condominium, the Board of Managers or the Managing Agent, for advising a potential Purchaser of the obligations of the owner of the Apartment under this Agreement, (iv) have the Assumption of Alteration Agreement, in substantially the same form annexed as Exhibit B, executed by any successor-in-interest.

20. Work is of Unit Owner's Sole Design. Unit Owner recognizes that by granting consent to the Work, the Condominium does not express any opinion as to the design, feasibility, or efficiency of the Work.

21. Miscellaneous. This Agreement may not be changed orally. This Agreement shall be binding on legal representatives, successors, and authorized assigns. Captions are for the purposes of convenience of reference only and are not to be considered in interpreting this Agreement.

22. Unit Owner's Breach and Condominium's Remedies. UNIT OWNER'S FAILURE TO COMPLY WITH ANY OF THE PROVISIONS HEREOF SHALL BE DEEMED A BREACH OF THE PROVISIONS OF THE BY LAWS, PURSUANT TO WHICH THE CONDOMINIUM'S CONSENT HAS BEEN GRANTED. IN ADDITION TO ALL OTHER RIGHTS, THE CONDOMINIUM MAY ALSO SUSPEND THE WORK AND PREVENT WORKERS FROM ENTERING UNIT OWNER'S APARTMENT FOR ANY PURPOSE OTHER THAN TO REMOVE THEIR EQUIPMENT. IN SUCH EVENT, THE CONDOMINIUM MAY ALSO REVOKE PERMISSION FOR UNIT OWNER TO UNDERTAKE THE WORK. ANY DEVIATION FROM THE WORK APPROVED IN THIS ALTERATION AGREEMENT SHALL VOID IN ITS ENTIRETY THE PERMISSION GRANTED HEREIN.

23. Permission. By executing this Agreement, the Condominium is granting permission to the Unit Owner to perform the Work pursuant to the Plans and this Agreement. This permission can be revoked at any time on written notice to the Unit Owner as a result of Unit Owner's or its agent's violation of the terms of this Agreement. The Condominium also agrees to perform its obligations under this Agreement.

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
The Board of Managers of the  
400 Central Park West Condominium





## **EXHIBIT A**

Unit Owner's Contractor(s) shall provide insurance of the types and in not less than the limits set forth below with a company or companies satisfactory to the Condominium, licensed to do business in the State of New York, and all such policies shall name the Condominium, the Unit Owner and the Condominium's managing agent, FirstService Residential, ("Managing Agent") as additional named insureds. No diminution of limits of insurance will be permitted.

(i) WORKER'S COMPENSATION as required by all applicable Federal, State, or other laws including Employers Liability in accordance with the statutory requirements of the State of New York, together with Disability Benefits Insurance required by the State of New York.

(ii) COMPREHENSIVE GENERAL LIABILITY including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury Coverage, which shall include mental anguish as well as standard conditions, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage.

The policy will contain the "Broad Form Comprehensive General Liability" endorsement in Paragraph 1 in such form; the exclusion pertaining to liability assumed by the Contractor(s) under any contract or agreement (Section II paragraph B(1)) is to be deleted. The Completed Operations Coverage is to extend for a period of one year following termination of the Work and Contractual Indemnity Coverage is also to extend for one year following termination of the Work. The policy is also to include (a) Owners Protective Liability Coverage, (b) Knowledge of Occurrence and Notice of Occurrence endorsements and (c) Unintentional Errors and Omissions clause. The policy shall also include coverage with respect to asbestos exposure if the Work involves any asbestos-containing material, and shall not include a sunset clause without the Condominium's consent.

\$1,000,000 BODILY INJURY & PROPERTY DAMAGE\* (combined single limit)

(iii) COMPREHENSIVE AUTOMOBILE LIABILITY, including non-ownership and hired car coverage, as well as owned vehicles:

\$1,000,000 BODILY INJURY & PROPERTY DAMAGE (combined single limit)

(iv) \$3,000,000 UMBRELLA LIABILITY, BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE COMBINED\*

If umbrellas are written in more than one company any layers above the first one shall follow the form of the primary umbrella.

Prior to the commencement of any work hereunder, detailed certificates of insurance shall be furnished to the Condominium showing that such insurance is in full force and the premiums due thereunder have been paid. Such certificates shall provide that the said insurance may not be canceled, terminated or modified without ten (10) days written advance notice thereof to the



Condominium. The Contractor(s) shall promptly furnish the Condominium with copies of any endorsements subsequently issued amending insurance coverage or limits.

In the event of the failure of the Contractor(s) to furnish and maintain such insurance, the Condominium shall have the right, at its option, at any time, (a) to revoke permission to perform the work and to deny entry into the Building of all workers.

\* Amounts of insurance required may be higher for major renovations as designated by the Board of Managers.

**ALTERATION APPROVAL CHECKLIST**

**CONDOMINIUM**

Department of Buildings Approved Plans and Applications Permits \_\_\_\_\_

Permits \_\_\_\_\_

Specifications \_\_\_\_\_

Schedule \_\_\_\_\_

Completed Alteration Agreement

Date of Commencement

Date of Completion

Completed Project Summary

1. Major Damage Deposit \$ \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

2. Major Damage Deposit (bond optional) \$ \_\_\_\_\_

Copies of Contracts

a) General Contracts \_\_\_\_\_

b) Subcontractors \_\_\_\_\_

c) Consultants \_\_\_\_\_

d) Other Supplies \_\_\_\_\_

Certificate of Occupancy (at end of job) \_\_\_\_\_

Insurance

a) Liability – Contractors and Consultants \_\_\_\_\_

b) Workman’s Compensation/Disability Benefits \_\_\_\_\_

c) Bonding (optional) \_\_\_\_\_

3. Table of Organization \_\_\_\_\_

Pre Construction Asbestos Report \_\_\_\_\_



Post Construction Asbestos Report

\_\_\_\_\_

- 4. Electrical Load Letter
- Debris Disposal Letter
- Credentials of Asbestos Contractor (if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lien Waivers  
Contractors  
Consultants  
Other Suppliers of Labor, Goods, Materials

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5. Completion Form from Superintendent/Agent

\_\_\_\_\_

**ALTERATION PROJECTT SUMMARY**

Application Date

\_\_\_\_\_

Apartment Number

\_\_\_\_\_

Owner's Name

\_\_\_\_\_

Owner's Phone Number During Renovation

\_\_\_\_\_

EMERGENCY PHONE NUMBER

\_\_\_\_\_

Contractor's Name

\_\_\_\_\_

Contractor's Phone Number

\_\_\_\_\_

Name of Contractor's Field Superintendent

\_\_\_\_\_

Architect

\_\_\_\_\_

Start Date

\_\_\_\_\_

Completion Date

\_\_\_\_\_

Project Cost

\$ \_\_\_\_\_

Permits Required

\_\_\_\_\_