



Island Condo Management Corp.

Established 1981

The Island Condo Building
1610 Richmond Road
Staten Island, New York 10304

718-981-2500

- Accounting Services
- Consulting
- Staffing

Alteration-Renovation Form & Required Document List

Owner Name: _____ **Unit #** _____

Start Date: _____ **End Date:** _____ **Type of Alteration:** _____

Name & Phone # of Contractors Hired: _____

The Bayview Tower Board; requires the following documentation to be submitted to the Property Manager prior to the commencement of any alterations you desire to perform inside your unit:

- Information Above Completely Filled In
- Signed Alteration Agreement (*Blumberg Form – See Attached*)
- Copy of Contractor Proposal/Signed Contracts outlining Scope of Work
- Contractor/s HIC License from NYC Dept. of Consumer Affairs
- Contractor/s HIC Salesperson License from NYC Dept. of Consumer Affairs
- Certificate of Insurance from All Contractors performing work (*See Attached*)
- Alteration/Security Deposit: \$1,500 (*Upon completion of work, Inspection will be performed of common elements by the building maintenance personnel and refunds will be released within 30 days of this inspection date.*)
- Professional Review Fee (*i.e., Architect. For structurally extensive jobs*)
- BN Application (*Building Notice from Dept. of Buildings for Managing Agent Signature, your contractor should provide this application*)
- When the Alteration is approved, Managing Agent will sign the BN Application and return to you along with a letter of approval for the work that is approved. The work will not be placed on the building schedule and will not be permitted until the Permit has been submitted to the Managing Agent for posting.

Very Truly Yours

Maisie Navarro a/a/f Bayview Tower Condominium
Property Manager
Office: 718-981-2500 Ext. 223
Email: Maisie.Navarro@Gmail.com
After Hours Emergency: 718-317-4015

.....
Date

TO:....., Owner Re: Apartment No.
c/o Building
Managing Agent

Gentlemen:

Pursuant to paragraph of my Proprietary Lease, I hereby request permission to install the equipment and make the alterations described in the annexed document (hereafter collectively referred to as the "work") in the above apartment.

If such permission be granted:

1. I agree, before any work is begun:

(a) To provide you with a complete and conformed copy of every agreement made with contractors and suppliers.

(b) If required by law or Governmental regulations, to 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, to deliver to you a copy of every permit or certificate issued. If there be any doubt as to the need for such approval, you shall be the sole arbiter in resolving the doubt.

(c) To procure from my contractor, or contractors:

(i) Comprehensive personal liability and property damage insurance policies, each in the amount of \$1,000,000.00, which policies name you and your Managing Agent, as well as myself, as parties insured. Such policies shall provide that they may not be terminated until at least ten days after written notice to you; and

(ii) Workmen's compensation and employees liability insurance policies, covering all employees of the contractor, contractors or subcontractors.

All such policies, or certificates evidencing their issuance, shall be delivered to you.

2. If you are required or shall deem it wise to seek legal, engineering or architectural advice prior to granting permission, I agree to reimburse you, on demand, for reasonable fees incurred, and if permission be granted, then, in any event, prior to commencement of any work.

3. It is understood 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, weathertightness 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 operation of the building's heating system (or air-conditioning system, if any) to facilitate the functioning of any heating or air-conditioning units I may be installing.

(c) The alterations and materials used shall be of the quality and style in keeping with the general character of the building.

(d) I undertake to indemnify you, your Managing Agent and tenants or occupants of the building for any damages suffered to person or property as a result of the work performed hereunder, whether or not caused by negligence, and to reimburse you and your Managing Agent for any expenses (including, without limitation, attorneys' fees and disbursements) incurred as a result of such work.

(c) If, after making any alterations or installing any equipment referred to herein, I shall:

(i) seek to exercise my right to terminate my Proprietary Lease pursuant to paragraph thereof, I will, on your demand, but at my expense, restore the premises and equipment to their condition prior hereto, agreeing that compliance with this agreement shall be a condition precedent to the cancellation of my lease, or

(ii) seek to transfer the corporate shares allocated to the apartment and the Proprietary Lease appurtenant thereto, I will, if requested by you, either restore the premises and equipment to their condition prior hereto or provide you with an agreement by my transferee to assume all of my obligations hereunder, including my continuing obligations and understanding expressed in subparagraphs (a) through (d) of this paragraph 3.

4. All permitted work shall be completed within.....days after Governmental approval thereto has been granted or, if no such approval is required by law or regulation, then from the date hereof.

5. No work shall be done, except between the hours of 8 A.M. and 5 P.M., Saturdays, Sundays and holidays excluded, and any work which can produce unusual noises, which might be disturbing to building occupants, shall not be done before 10 A.M.

6. All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. 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 premises at my expense. I recognize that only the service elevator may be used for such removal and only at such times as the Superintendent of the building may direct. If the convenience of other tenants requires that the service elevators be operated on an "overtime" basis, I shall reimburse you for any wages or related expenses incurred in connection therewith.

7. I will bear the entire cost of alterations and installations and pay all bills incurred in connection therewith, not later than thirty days after completion of the work. If any mechanic's liens be filed for work claimed to have been done or materials alleged to have been supplied, I shall cause such liens to be discharged within ten days after such filing. If I fail so to do, you may exercise any or all of your rights and remedies under the Proprietary Lease or this agreement.

8. 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 be 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.

9. I recognize that by granting consent to the work, you do not profess to express any opinion as to the design, feasibility or efficiency of the work.

10. My failure to comply with any of the provisions hereof shall be deemed a breach of the provisions of the Proprietary Lease, pursuant to which your consent has been granted, and, in addition to all other rights, you may also suspend all work and prevent workmen from entering my apartment for any purpose other than to remove their tools or equipment.

11. This agreement may not be changed orally. This agreement shall be binding on you, me, and our personal representatives and authorized assigns.

Annexed hereto is the "work" document and a rider of.....pages which is made a part of this agreement.

Very truly yours,

.....
TENANT
.....
TENANT

PERMISSION GRANTED:

.....
OWNER

By:.....
AGENT

