

3875 Owners Corp.
c/o Prime Locations, Inc
733 Yonkers Avenue, Suite 500
Yonkers, NY 10704
914-963-7400 (John Devito)

RENOVATION REQUEST FORM

Name: _____

Address: _____ Apt: _____

Work #: _____

Home#: _____

Contractor's Name: _____

Address: _____

Phone #: _____

1. Submit a general description of the proposed work and the contractor's proposal of intended work.
2. Submit insurance certificate of the contractor(s), naming 3875 Owners Corp C/O Prime Locations, Inc. as certificate holder and additional insured should name 3875 Owners Corp C/O Prime Locations, Inc. AND Prime Locations Inc. 733 Yonkers Avenue, Yonkers, NY 10704.
3. Submit a refundable check for \$1000 against any damages that might occur during the renovation work. Make check payable to 3875 Owners Corp.
4. Work hours shall be from 8 a.m. to 4 p.m. Mondays to Fridays. No work is permitted to take place on weekends and holidays. The service entrance is to be used exclusively unless permission is obtained from the superintendent.
5. Hallways will be tarped from apartment door to elevator. An under layer of Masonite or ram board is preferred. All public areas will be kept clean and the service elevator must be used for transportation of materials. All debris will be transported out of the apartment in sealed black bags preferably put in plastic barrels and hand trucked out. No debris will be left for DSNY to pick up
6. All plumbing work to be done by licensed plumber and all electrical work done by a licensed electrician.
7. All brass water pipes and control valves exposed by demolition work shall be replaced by copper pipes and new valves at shareholder's expense.
8. Water shutdowns must be requested in advance.
9. It is strongly recommended that contractors keep the superintendent informed of their progress and consult with the superintendent should questions arise during the work.
10. If in the judgment of the superintendent contractors are engaged in substandard practices or if their work is hazardous, work will be stopped until the issue is resolved.

11. Any damages or additional cleaning that is required resulting from the renovation work will be charged back to the shareholder.

Please review, sign, and return along with the above-mentioned items. Feel free to call our office if you should have questions.

Date:

Signature:



Real Estate Management, Leasing & Sales

INSURANCE CERTIFICATE REQUIREMENTS

3875 OWNERS CORP.

All vendors are required to provide to management Insurance Certificates as provided below **prior to commencing any work at the property:**

1. Insurance Certificates evidencing Commercial General Liability Coverage with a minimum limit of \$1,000,000 / \$2,000,000.00. The certificate must name ***AS ADDITIONAL INSURED / DESCRIPTION OF OPERATIONS:**

2.

3875 OWNERS CORP.
C/O PRIME LOCATIONS, INC.
733 YONKERS AVENUE
YONKERS, N.Y. 10704

AND

Prime Locations, Inc.
733 YONKERS AVENUE – SUITE 500
YONKERS, N.Y. 10704

3. In addition, the vendor must also provide a certificate evidencing Workers Compensation Insurance.

***The Certificate Holder should be listed as:**

3875 OWNERS CORP.
C/O Prime Locations, Inc.
733 Yonkers Avenue
Yonkers, N.Y. 10704.

**CERTIFICATES MAY BE RETURNED TO THE SHAREHOLDER
FOR SUBMISSION WITH THEIR RENOVATION REQUEST**

INDEMNIFICATION AGREEMENT

Whereas _____ (“Contractor”) is and will be performing certain work for _____ (“Owner”) pursuant to an agreement for _____, the Contractor and Owner hereby agree:

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees, including attorneys’ fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Contractor, its agents, servants, subcontractors, or employees, or the use by Contractor, its agents, servants, subcontractors, or employees, of facilities owned by Owner. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Owner and/or Managing Agent without negligence and solely by reason of statute, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of Owner and/or Managing Agent either causing or contributing to the underlying claim. In that event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise.

Dated: _____

Owner

Contractor

By: _____

By: _____