

# 3875 Owners Corp.

c/o Metro Management Development Inc.

1981 Marcus Avenue, Suite C-131, Lake Success, NY 11042

718-76-7755 (main office) — 718-593-8944 (Anthony Fonseca, Jr., Mgmt. Agent )

## RENOVATION REQUEST FORM

|                           |
|---------------------------|
| Name: _____               |
| Address: _____ Apt: _____ |
| _____                     |
| Work #: _____             |
| Home#: _____              |
| Contractor's Name: _____  |
| Address: _____            |
| _____                     |
| Phone #: _____            |

### **RENOVATION REQUIREMENTS:**

1. A set of construction design drawings or other specific description of the scope of the renovation project must be submitted to the Board of Directors for their approval. Renovation work shall not begin without express written approval of the project from the Board of Directors.
2. Submit an insurance certificate for each contractor hired for the project, naming "3875 Owner's Corp." as an additional insured. All contractors must carry the required workers compensation and employees liability insurance policies.
3. Prior to commencement of project work, submit a refundable deposit check for \$750 to cover any costs of potential damage to the building during move-in/out of renovation materials and equipment. Check is to be made payable to "3875 Owners Corp".
4. Prior to commencement of project work, submit a refundable deposit for \$1000 to be used against any damages to the building the course of the renovation. Check is to be made payable to "3875 Owners Corp."
5. Work hours are from 8 a.m. to 4 p.m., Monday through Friday. There shall be no work on weekends.
6. Contractors' workmen shall use caution when bringing into the building material needed for the work. They shall tarp the hallway carpet where the work takes place and they shall see to it that the public areas are not soiled by pieces of debris from their work area.

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1. Contractors must remove all debris from premises and leave no trash bags.
2. Water shut downs must be requested in advance and coordinated with Superintendent in order to minimize inconveniences to other apartments.
3. It is strongly recommended that contractors consult with Superintendent if questions arise during the work.
4. If in the judgment of Superintendent contractors are engaged in substandard practices

Please review this document, sign below and send it, along with the above-mentioned items, to:

Metro Management Development Inc.  
 Attn: Anthony Fonseca, Jr., Mgmt. Agent  
 1981 Marcus Avenue, Suite C-131, Lake Success, NY 11042

Feel free to contact Metro Management if you have any questions:

718-76-7755 (main office)  
 718-593-8944 (Anthony Fonseca, Jr., Mgmt. Agent )

Shareholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Apartment Unit #: \_\_\_\_\_