

3875 Owners Corp.
c/o Prime Locations Inc.
733 Yonkers Ave # 500, Yonkers, NY 10704
914-963-7400 x217

RENOVATION REQUEST FORM

Name: _____

Address: _____ Apt: _____

Cell #: _____ Alternate #: _____

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 as additional insured.
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 engage 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 have questions.

Signature:

Date:

Approval of Property Manager:

Signature:

Date:

Approval of Board:

Signature:

Date: