

**3875 Owners Corp.**

c/o Metro Management Development, Inc  
42-25 21<sup>st</sup> Street  
Long Island City, N.Y. 11101  
1-718-706-7755 ext. 8920 (Steven Berisha)

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**RENOVATION REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Work #: \_\_\_\_\_

Home#: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

1. Submit a copy of proposal or description of work. Specific plans must be submitted for Board approval.
2. Submit insurance certificate of the contractor(s), naming the Corporation as additional insured. All contractors must carry the required workers compensation and employees liability insurance policies.
3. Submit a refundable check for \$750 which must be sent immediately to cover for move-in/out of materials. Check made payable to 3875 Owners Corp.
4. Submit a refundable check for \$1000 against any damages during the course of the renovation. Check made payable to 3875 Owners Corp.
5. Work hours shall be from 8 a.m. to 4 p.m. Mondays to Fridays. 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.
7. Contractors must remove all debris from premises and leave no trash bags.
8. Water shut downs must be requested in advance and coordinated with Superintendent in order to minimize inconveniences to other apartments.
9. It is strongly recommended that contractors consult with Superintendent if questions arise during the work.
10. If in the judgment of Superintendent contractors are engaged in substandard practices or if their work poses a hazard to the building, work will be stopped until the issue is resolved.

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

Date:

Signature: