



134 8th Street | Brooklyn NY 11215 | 718-413-0973 | maintenance@etproperty.management

ALTERATION AGREEMENT

BY SUBMITTING THE REQUIRED DOCUMENTS LISTED ON THIS PAGE AND SIGNING THE BELOW AGREEMENTS, YOU AGREE TO ADHERE TO ALL THE RULES & REGULATIONS SET FORTH BELOW.

ALL CONTRACTORS MUST ADHERE TO THE CURRENT NYS MANDATORY CONSTRUCTION GUIDELINES

Submit forms to MAINTENANCE@ETPROPERTY.MANAGEMENT

Required Paperwork

1. The owner/hiring party must submit an Alteration Agreement Notice that has been approved and signed by **THE REFERRED TO ASSOCIATION BOARD** and has been filed with **E.T. Property Management, Inc.**
2. The contractor **MUST PROVIDE** to **E.T. Property Management, Inc.**
 - a. Scope of work
 - b. Signed alteration agreement
 - c. Permits
 - d. Licenses
 - e. Certificates of Insurance (Worker's Compensation and Liability insurance) must be provided & filed for:
 - **Unit Owner(s) - Full Names and Address**
 - **The Condo Association**
 - E.T. Property Management, Inc 134 8th Street Brooklyn NY 11215

Access to the Building

1. All workers must have clearly identifiable work shirts or name badges with business info during working hours.
2. All workers must remain in the work area.
3. Work is permitted between 9 a.m. and 4:30 p.m., Monday through Friday.
4. All workers must exit the building by 5:00 p.m.

Conduct

1. Be respectful to all Condominium Building residents, employees & visitors.
2. **E.T. Property Management, Inc** reserves the right to inspect all work during its' progress and before completion. All plumbing work must be inspected by **E.T. Property Management, Inc.** and/or the Building's Architect prior to closing any open walls.
3. The Contractor and Work Crews should contact the **E.T. Property Management, Inc** about any problems.
4. Contractor and Work Crews may not use the Building's carts or trolleys.
5. Deliveries must be scheduled with **E.T. Property Management, Inc** 48 hours in advance.
6. No tools or materials may be stored in the Building's common areas or basement without written permission from **E.T. Property Management, Inc.** and the association board.

Cleanliness

1. All hallway and apartment floors must be protected.
2. All protective materials must be removed from the common areas of the Building by the end of every workday.
3. All rubbish must be properly removed from the Building daily.
4. No rubbish may be stored in the Building's basement.
5. All common hallways affected by the Work must be swept and mopped daily.

[Signature of Contractor]

[Date]



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ALTERATION AGREEMENT

Regarding the Renovation of:

[Address, Unit #]

Unit Owners:

[Unit Owner(s) Names]

To whom this concerns:

We,

[Contractors Complete Business Name]

are the Contractor(s) hired to perform the Work in the above-referred-to apartment.

We have reviewed the Alteration Agreement attached hereto (the "Alteration Agreement") and confirm the following:

1. The description in the Alteration Agreement of the Work to be done by us is accurate. We will not perform any work not described in the Alteration Agreement or employ any subcontractors not approved by you.
2. We have read the Alteration Agreement and understand the work rules relating to your Building set forth therein. We agree to follow those rules as they relate to the Work to be performed by us, including, without limitation, our obligation to remove all debris associated with the Work from the Building and the sidewalk adjacent to the Building.
3. We understand that the Alteration Agreement contains a requirement that we maintain the insurance described therein and we agree to comply with that requirement. We will not utilize any employee not covered by such insurance or any subcontractor not covered unless such subcontractor is covered by an insurance policy for which an ACORD form has been provided to you and accepted by you in writing.
4. We understand that the Alteration Agreement requires that only properly licensed persons perform plumbing, electrical and other work requiring licensed personnel and we agree to comply with such requirements.
5. We understand that our contract is exclusively with the hiring unit owner(s), and we acknowledge that **THE REFERRED TO ASSOCIATION** has no liability for payment of the work we perform for the hiring unit owner(s), and accordingly, we agree that we will not place a mechanics lien on the building or name **THE REFERRED TO ASSOCIATION** or any of its representatives as a party in interest.

[Signature of Contractor]

[Date]

[Name of Contractor]

[Address of Contractor]

[Telephone of Contractor]

[Email of Contractor]