

**Lido Beach Towers Condominium (LBT)
Alteration Agreement**

Apt No: _____ Name: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

An alteration agreement must be completed and submitted for approval for any alteration.

Please fill out the following information:

Contractor: _____

Electrician: _____

Plumber: _____

Start Date: _____

Completion Date: _____

Please include with a signed copy of this agreement:

- A detailed description of the work to be performed. Include diagrams or floor plans where appropriate.
- A copy of the proposal from your contractor with a clear indication of whether or not any structural changes will be made.
- A copy of your contractor's Nassau County license.
- A copy of the license for any plumber or electrician.
- A certificate of insurance showing coverage for \$1,000,000 for liability and property damage from the contractor designating Lido Beach Towers Condominium as an additional insured.
- A certificate of insurance showing Workman's Compensation coverage.
- A check for \$125 covering the application fee.
- A check for \$1500 as an alteration deposit. Upon completion of this alteration and final inspection by LBT management, these funds will be refunded, less the cost to repair any damages made in connection with this alteration.
- The following statement must appear in your contract for the alteration: "The contractor will be responsible for performing a post-renovation cleaning that includes dust wiping the hallway threshold and all immediate adjacent areas, and, HEPA-vacuuming the hallway(s) and elevator(s) used during renovation."
- A copy of the contractor's EPA issued Lead Paint Renovators License (mandatory requirement) must be submitted. Failure to do so will result in denial of this application.

By signing this agreement the unit owner acknowledges and agrees to the following:

- All paperwork must be submitted by the unit owner not the contractor.
- Work limited between hours of 8:00 AM and 5:00 PM, Monday through Friday only. Any work which can produce unusual noises, which might be disturbing to building occupants, shall not be done before 9:00 AM.
- Any contractor found on the premises or any work performed after 5PM will result in a fine of \$25 per half hour.
- If LBT management deems it necessary to seek legal, engineering or architectural advice prior to granting permission, I agree to reimburse LBT, on demand, for reasonable fees incurred.
- All contractors and deliveries must use the 1st floor service entrance.
- No debris or any other materials may be stored or left at anytime in the common areas of the building or grounds.
- LBT management shall have the right to inspect my apartment on as many occasions as it may deem necessary prior to, during and upon completion of the alteration.

Unit Owner Signature/Date

Unit Owner Signature/Date

To be completed by LBT management

Completion Date: _____

Final Inspection By: _____

Date: _____

LIDO BEACH TOWERS

2 Richmond Road
Lido Beach, NY 11561
(516) 432 - 2300

INSURANCE REQUIREMENT REQUEST FORM

DATE _____

RESIDENTS NAME _____ UNIT # _____

CONTRACTORS NAME _____

CONTRACTORS ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

LIST LIDO BEACH TOWERS CONDOMINIUM, 2 RICHMOND ROAD LIDO BEACH, NY 11561, AS ADDITIONAL INSURED ON CERTIFICATE OF LIABILITY INSURANCE.

NAME LIDO BEACH TOWERS CONDOMINIUM A CERTIFICATE HOLDER ON WORKERS COMPENSATION CERTIFICATE.

ATTACH A COPY OF THE SCOPE OF WORK TO BE PERFORMED.

FAX THE ABOVE TO:
(516) 897 - 7549
SHARI MORSE, GENERAL MANAGER

ADDITIONAL INFORMATION:

WORK CAN ONLY BE PERFORMED MONDAY - FRIDAY FROM 8:00AM TO 5:00 PM. AFTER 5:00PM A FEE OF 50.00 PER HALF HOUR WILL BE CHARGED FOR ANY OVERTIME.

ALL VEHICLES WILL OBTAIN A PARKING PASS FROM THE CONCIERGE.

ALL CONTRACTORS WILL SIGN IN AND OUT AT THE CONCIERGE DESK.

WHEN BRINGING IN AND OUT MATERIALS, SUPPLIES ETC.. NOTIFY THE CONCIERGE DESK TO HAVE THE SERVICE ELEVATOR PADDED.

PROPER FLOOR PROTECTION IS THE RESPONSIBILITY OF THE CONTRACTOR.

THANK YOU FOR YOUR COOPERATION,
THE MANAGEMENT OFFICE OF LIDO BEACH TOWERS