



CORPORATE OFFICE
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ASSET MANAGEMENT
 757 THIRD AVENUE
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PLEASE READ CAREFULLY AND SIGN ACKNOWLEDGEMENT BELOW

ALL ALTERATION APPLICATIONS MUST CONTAIN THE FOLLOWING:

1. FULL SCOPE OF WORK FROM CONTRACTOR
2. ALL CONTRACTORS (GC'S, ELECTRICIANS, PLUMBERS, ETC) MUST SUBMIT PROFESSIONAL/BUSINESS LICENSES
3. ALL CONTRACTORS MUST SUBMIT CERTIFICATES OF INSURANCE (COI) & WORKERS COMPENSATION (WC) AND CONTAIN THE FOLLOWING:

Additional Insured: Longfellow Hall Condominium, 111-14 76th Ave., Forest Hills, NY 11375, [Shareholder Name], 111-14 76th Ave., [Unit Number] Forest Hills, NY 11375 and Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590

Certificate Holder: Longfellow Hall Condominium
 c/o Kaled Management Corp.
 7001 Brush Hollow Road
 Westbury, NY 11590

4. ALL CONTRACTORS MUST SUBMIT PROOF OF AUTO INSURANCE – **NO EXCEPTIONS**
5. EPA/LEAD-BASED PAINT CERTIFICATES MUST BE SUBMITTED (THIS APPLIES TO MORE THAN PAINTING & FLOORING—IF ANY DEBRIS IS CREATED, THE CERTIFICATE IS NECESSARY)
6. **APPLICATIONS ARE NOT CONSIDERED COMPLETE UNTIL ALL THE PROPER PAPERWORK (AS SPECIFIED ABOVE- AND IN THE APPLICATION) AND THE APPLICABLE DEPOSIT ARE SUBMITTED TO KALED MANAGEMENT CORP.**
7. **COMPLETED APPLICATIONS MAY TAKE UP TO 21 DAYS TO BE APPROVED**
8. IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN THE NECESSARY DOCUMENTS FROM THE CONTRACTOR(S)
9. PLEASE REFER ANY INQUIRIES TO GABRIEL TURRI AT **GTURRI@KALED.COM** OR (516) 780-8333

I acknowledge that I have read the above:

_____ Date: _____

**Longfellow Hall Condominium
Alteration Agreement**

Apt. No: _____ Name: _____

Telephone Home:- _____

Email: _____

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

Please fill out the following information:

Contractor: _____

Electrician: _____

Plumber: _____

Painter: _____

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. indication of whether or not any structural changes will be made.
- A copy of the proposal from your contractor with a clear A copy of your contractor's NYC license.
- A copy of the license for any plumber or electrician.
- A copy of the NYC license for a painter.
- A certificate of insurance showing coverage for \$1,000,000 for liability and property damage from the contractor designating Longfellow Hall Condominium and Kaled Management as an additional insured.
- A certificate of insurance showing Workman's Compensation Coverage.
- A check for \$500 as an alteration deposit. Upon completion of this alteration and final inspection by Kaled Management, these funds will be refunded, less the cost to repair any damages made in connection with this alteration.
- 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 Corp 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 \$50.00 per half hour.
- If Kaled Management deems it necessary to seek legal, engineering or architectural advice prior to granting permission, I agree to reimburse Longfellow Hall Condominium, on demand, for reasonable fees incurred.
- All contractors and deliveries must use the rear service entrance through the basement, accessed by the Austin Street gate.
- All contractors must provide floor protection from the elevator to the Unit Owners apartment.
- All contractors MUST use the padded elevator.
- No debris or any other materials may be stored or left at anytime in the common areas of the building or grounds.
- Kaled 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