

THE ROCKY HILL

HANDBOOK

These Guidelines are intended as an interpretation of many of the documents listed below and are not intended as a replacement for them. Policies and Procedures may be added to, amended or repealed at anytime by resolution of the Board of Directors of the Corporation. Shareholders will be notified of any changes in policy. Replacement pages for this handbook will be distributed to keep it up to date.

Each Shareholder will be issued one copy of the Handbook per unit owned.

THE PROPERTY

Rocky Hill Tenants Corp. was built as a rental building. It was converted to cooperative ownership under a non-eviction plan.

As a business entity, a residential cooperative is in many ways consistent with other business corporations are governed by Federal, State and Local laws. The Cooperative's By-laws, Proprietary Lease and House Rules and the documents that govern all its shareholders and the Board of Directors. Shareholders of Rocky Hill Tenants Corp. (the "Corporation") own shares of stock in the Corporation which, in turn, owns the property.

The property has 18 Buildings with 231 apartments. Each shareholder holds a long-term Proprietary Lease, which permits occupancy of one of the apartments in the building. Some of the tenants continue to rent their apartments under the aegis of the Rent Stabilization provisions of New York City, but the owner of the shares allotted to those apartments must also answer to the same governing bodies as the Corporation.

The property has an indoor garage with limited parking spaces.

BOARD OF DIRECTORS

The Board of Directors has a fiduciary responsibility for the prudent management of the affairs of the Corporation. It oversees all aspects of operating the building, provides shareholders with certified annual financial statements, and establishes an annual budget that enables it to determine monthly carrying charges.

The Corporation has a seven (7) member Board of Directors. At the Annual Meeting of Shareholders held in November of each year, Directors are elected to one-year terms.

As decisions and policies established by the Board of Directors are determined by majority vote. Each Director is entitled to cast only one (1) vote on any issue before the Board of Directors regardless of the actual number of share of stock in the Corporation he or she may own. Therefore, on any issue before the Board a maximum of seven (7) votes may be cast.

MANAGEMENT

The Corporation retains the firm of Kaled Management Corp. manage the daily affairs of the Building. The management company is responsible for attending to the residents' calls and complaints inspecting the premises regularly supervising the Building staff, monitoring all Building operation, contracting for Building services, and financial and other record keeping.

The Management Company will also provide shareholders with information regarding corporate policies and procedures, applications necessary for selling, subletting, or refinancing an apartment, and alteration agreements and other corporate documents.

BUILDING STAFF

The Corporation employs on Superintendent, one Handyman, and three Porters to maintain the buildings and equipment as well as to keep the Building clean, provide security, supervise all moves and deliveries, and may make certain repairs in a shareholder's apartment (See Facilities & Procedures – Maintenance and Repairs).

Any personal errand, private business or special working arrangement requested of the Superintendent by any individual shareholder or other resident is not to interfere with his regular responsibilities. Compensation for such work is the responsibility of the individual shareholder or other resident and should be agreed upon with the Superintendent before work is begun. The Corporation is not responsible for any personal deliveries accepted by the Superintendent on behalf of any resident.

ACCOUNTANTS

The Corporation retains the services of the accounting firm of Roseblatt, Kiman, Levittan, Levine & Co. LLP. The accountant reviews monthly management statements, maintains the Corporation's books and records, assists in the preparation of the budget, and performs an annual audit. An annual certified statement is distributed to shareholders by April 1st of each year. The Accountant also prepares as letter to shareholders informing them of tax deductions and credits, which is distributed during the first quarter of each calendar year.

NOTICES

To keep all residents informed, a glass enclosed bulletin board is located in the front of each hall on the ground floor of each Building. The Management Company, the Superintendent, and the Board of Directors post notices and announcements.

FINANCES

CARRYING CHARGES (MAINTENANCE)

Timely payment of monthly carrying charges, also known as maintenance charges, enables the Corporation to meet its financial obligations and carry on the business of the Building. Failure of any shareholder to pay carrying charges on time results in an additional burden for the Corporation and all its shareholders.

Maintenance is due and payable on the first day of each month by check or money order only. Monthly maintenance bills are mailed to all shareholders. A late penalty is imposed on the tenth day of each month in the amount of \$25.00.

DETERMINATION OF MAINTENANCE

Annual carrying charges for each apartment are contingent upon the Corporation's annual budget and the number of shares allocated to the apartment. The number of shares allocated to each apartment is stated on every Proprietary Lease and Stock Certificate. To calculate this charge, the annual budget is divided by the total number of shares allocated to all apartments (120,000) and the resulting number is then multiplied by the actual number of shares allocated to an apartment. To calculate the monthly charges, divide by twelve.

ANNUAL FINANCIAL STATEMENT

Each year shareholders will receive a copy of the Corporation's Financial Statement prepared by the Corporation's Accountant for the year just ended and a budget for the coming year. The budget, determined by the Board of Directors, with assistance from the Management Company and the Corporate Accountant, project expenses for the coming fiscal year plus reserves for contingencies.

ASSESSMENTS

Shareholders are required to pay their proportionate share of any special assessment that may be levied to pay for repairs, alterations, or improvements to the building, or for other cash requirements.

INSURANCE

The Corporation carries fire insurance, which insures the structure and all public areas, and liability insurance to protect it against claims resulting from accidents for which the Corporation might be liable. Neither policy covers the personal interest or liability of individual shareholders.

Due to the unique status of cooperative ownership, shareholders may be liable for property damage and personal injury suffered by others caused by conditions in their apartment. All shareholders are urged to secure adequate insurance coverage to protect themselves.

The Corporation also carries Directors and Officers Liability Insurance to indemnify them from personal liability for their work on behalf of the Corporation.

FACILITIES

GARBAGE DISPOSAL

All garbage must be placed in plastic bags securely tied and deposited in the appropriate garbage receptacles located in the designated garbage rooms.

RECYCLE RULES

All newspapers, magazines, periodicals and corrugated cardboard boxes must be bundled, tied with string and placed in the designated area in the basement garbage room. All plastic bottles, jugs, glass bottles, glass jars, metal cans, aluminum foil, wrap and trays must also be placed in designated receptacles located in the designated garbage rooms.

LAUNDRY ROOM

The laundry facilities are equipped with washers and dryers under contract with an independent laundry service company. All equipment is coin operated. Prices are subject to change with each contract. Should you lose your money in a machine, request a refund directly from the laundry Service Company.

EXTERMINATOR

The building has a contract with a professional licensed exterminator who services the premises twice each month. This service is provided to all residents without charge. A sign-up sheet will be placed inside each building near the mailboxes twice a month. Please sign for this service each month. Someone must be at home to allow access to your apartment. If you cannot be at home, please make arrangements in advance with the Superintendent.

STORAGE

There are currently three storage rooms with individual lockers. Residents may rent lockers for an annual fee of \$150.00. Bicycle rooms are located in basements designated with racks at no charge. Baby carriages and similar articles must be kept inside your apartment. They may not

be left on the landings outside apartment doors as this constitutes a fire hazard and is a violation of the Building and Fire Code of the City of New York. In the event that a building inspector levies a fine against the Corporation for such encumbrances, the fine shall be passed on directly to the offending resident.

GARAGE

There is an indoor garage with limited parking spaces available. There is a waiting list posted in the bulletin board. Any Shareholder may have their name placed on the waiting list according to the rules.

GAS AND ELECTRICITY

Each apartment is individually metered for gas and electricity and is billed directly by Con Edison for energy consumed.

TELEVISION RECEPTION/ANTENNA

Residents are not permitted to secure any type of receiving antenna or satellite dish to any exterior portion of the building including the roof and parapets.

WINDOW GARDS

New York City Law requires window guards on each window in an apartment that is the residence of children under the age of ten (10) unless the resident waives this requirement. If you have young children and do not have window guards installed, please contact the Management Company. If you do not have young children and do not want window guards, you will be asked to sign a waiver to that effect for the Building's records.

AIR CONDITIONERS

Window air conditioning units, ventilators or other objects that will project out of any window of the Building may be installed only with the written approval of the Board of Directors.

Installation of through-the-wall air conditioning sleeves constitutes an alteration, which requires the approval of the Board of Directors. This alteration can cause severe damage to the Building and is strongly discouraged. Each request, however, will be reviewed on a case-by-case basis.

Shareholders are reminded that an Alteration Agreement must be filed with the Corporation and approval received before any alteration is undertaken. Failure to do so may result in the Corporation requiring the offending shareholder to fully restore the premises at the shareholder's expense.

ACCESS TO APARTMENTS

In case of emergencies, Agents of the Corporation, the Superintendent, the Management Company, may enter any apartment, at any reasonable hour of the day to allow contractors or workmen to correct an emergency situation; i.e. water leaks from your apartment to an apartment below. Therefore, all residents must provide the Superintendent with keys to their apartment.

MAINTENANCE AND REPAIRS

THE SUPERINTENDENT

The Superintendent is responsible for taking care of the routine mechanical problems in the day-to-day operation of the Buildings. The Superintendent may also make certain repairs in shareholder's apartment. For rental tenants in need of service, the Superintendent will contact the appropriate individuals so those repairs can be arranged.

For emergency repairs, contact the Superintendent or the Management Company immediately. It is imperative that the Superintendent has access to all apartments in the event **emergency repairs** are necessary. Failure to provide the Superintendent with keys to your apartment may subject you to additional liability due to damage done or expense incurred while gaining access to your apartment. The shareholder is responsible for fixtures and appliances within the apartment and for any pipes the shareholder installs. The shareholder is also responsible for everything electrical from the junction box at the riser.

REPAIR BY THE CORPORATION

The Corporation is responsible for the maintenance of the building structure and standard building equipment, including the common areas, the principal gas, heat, water and other pipes.

When the Corporation is responsible for repairs, it will fix just the damaged area, not the whole floor, wall or ceiling after a leak, etc. If the shareholder wants to have a whole wall re-done, for example, the painter will estimate the time needed to repair the damaged area as a percentage of the whole, and the Corporation will pay for that part only.

The Corporation pays for plastering the damaged area and for primer and one coat of standard white paint. If shareholders have their own paint, the painter will apply one coat of that instead. Wallpaper is never the Corporation's responsibility.

When the Corporation cannot make repairs using the same materials, standard materials will be used. For example, in old bathrooms where the tiles are no longer available, plain white tiles will be used. If shareholders wish to redo the floor themselves, the Corporation will give them a sum equal to the cost of repairing the damaged areas with white tiles.

REPAIRS BY THE SHAREHOLDER

Shareholders are fully responsible for the maintenance of the interior of their apartment, including walls, floors and ceilings, exposes gas, water or other pipes attached to fixtures, appliances and equipment. The fixtures, appliances and equipment to which they are attached are also the shareholder's responsibility. The shareholder may also be responsible for damage caused to other apartments by leakage or overflow of water or gas from their apartment from any pipe, basin, tub or other equipment within the apartment. Toilets and other water apparatus must not be used for any purpose other than those for which they were constructed. The shareholder must pay the cost of repairing any damage resulting from misuse. If a shareholder is asked to make repairs and does not do so within thirty (30) days (or sooner if there is an emergency), the Corporation can make the repairs and collect expenses from the shareholder as additional maintenance.

RENOVATIONS AND ALTERATIONS

Under the terms of the Proprietary Lease, the lessor must obtain approval for improvements and/or alterations from the Board of Directors and is responsible for obtaining all necessary permits and approvals from the Building Department. Contact Kaled Management who will obtain approval from the Board of Directors.

An Alteration Agreement must be filed, signed and submitted to the Board of Directors along with a refundable \$1,500 damage deposit made payable to Rocky Hill Tenants Corp and copies of any plans and permits before any work can begin. Shareholders should carefully review the Alteration Agreement with their contractor before signing and should not commence any work without first obtaining approval from the Board. An Alteration Agreement may be found in the handbook or may be obtained from Kaled Management.

Alterations shall only be performed between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. No noise-producing work is permitted on Saturdays, Sundays or holidays. In general improvements and/or alterations for apartments in the Buildings involve the following:

PLUMBING: (including gas): Relocation of sinks, installation of dishwasher, new toilet fixtures, rerouting of hot and cold water lines. This work must be performed by a Licensed Plumber who will file with the Building Department and obtain a plumbing inspection report.

ELECTRIC: New or upgraded service lines and distribution box, circuit breakers, addition of lines to service air conditioning units, dishwasher, washer/dryer, etc. This work will require a Licensed Electrician who will file the work with the Building Department and obtain the necessary permits and approvals. In some instances, Con Ed may require bringing additional electric service into the building. Please check with Con Ed, your electrical contractor and the Board of Directors prior to any work, which may involve a new service line or any interruption in the level of service to any apartment or to the panel boxes in the basement.

GENERAL CARPENTRY: New partitions, demolition of walls and doorways, new floor and ceilings, or any work which involves changing the actual physical layout of the apartment. This work will require plans and specifications submitted by an architect for approval to the NYC Department of Buildings. In general, this is necessary when combining or changing apartments, the layout of rooms, the number or location of bathrooms, the location of the kitchen, or the number or size of the bedrooms. Before the plans are submitted to the NYC Department of Buildings, they must be approved by the Board of Directors. Before any work can be performed, the contractor (or owner) must obtain a NYC Department of Buildings permit. A copy of this permit must be given to the Board of Directors. The Board of Directors will require that the owner provide for periodic inspections of the work by an architect, building agent, and if necessary, the Board of Directors at the expense of the shareholder.

SALES AND SUBLET PROCEDURES

SALES

Contact the Managing Agent – Prospective residents (purchasers) must file a detailed Purchase Application with the Corporation. This application is available from the Board of Directors or the Managing Agent, after the contract to buy has been signed.

Purchase Application – The Purchase Application cannot be processed until it is complete, and includes all necessary supporting documentation and attachments. Information required includes, but is not limited to, financial and employment information, professional and personal references and bank commitment (if the purchase is being financed). After the Purchase Application has been submitted, a credit check and verification of all references will be made. This process may take several weeks. An application fee of \$____ made out to the Management Company must accompany the documents. Any costs resulting from credit checks or from the obtaining of other required information will be billed to the shareholder.

Board Committee's Recommendation – Once the Management Company determines that all required documentation and information has been received, the Board will review written materials. The Committee may schedule a personal interview with the applicant or may recommend that an applicant be rejected without an interview.

Board of Directors – After the Committee has completed the full review, the Board of Directors will convene to vote on the Committee's recommendation. Notification will then be given to the applicant informing him or her of the Board's decision.

Acceptance or Rejection of Purchaser – If an applicant is rejected, another buyer must be found. If an applicant is accepted, arrangements must be made for the transfer of shares.

Transfer of Shares/Closing – After a shareholder receives written approval of the Board of Directors to sell the shares allocated to their apartment, the shareholder or shareholder’s attorney should schedule a closing. Please note that if the purchaser has financed the purchase, he must also contact the bank as to the closing so that the Shareholder can ascertain all information pertinent to closing. New shareholders cannot move into the building until the process outlined above has been successfully completed, the Board of Directors has given its written approval; all steps in the process have been finalized; including the transfer of shares to a new shareholder, and the signing of a Move-In/Move-Out Agreement.

MOVES

In order to minimize inconvenience to all residents and to protect the Building from costly damage, all moves into or out of the Building are to be coordinated through the Superintendent and must comply with the following requirements:

1. The Superintendent must be notified at least 48 hours in advance.
2. A \$750.00 move-in/move-out fee must be given to Management at closing. This fee is collected for both the seller and purchaser.
3. A \$500 administrative fee must be given to Management at closing.
4. Moving may only take place between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, not on holidays.
5. Vehicles may not be driven onto or parked on the sidewalk in front of the building.
6. Box cartons and other refuse must be disposed of properly as directed by the Superintendent.

The Superintendent is authorized to supervise all moves. Once the security deposit has been tendered, the Superintendent will inspect the public hallways and exterior of the building. After the move, he will re-inspect them. Any damage will be reported to the Management Company. The entire deposit or a portion of it will be forfeited if there is a breach of the Moving

Agreement or if the Building or Building property has been damaged. If the cost of repairs exceed \$____, the cost will be borne by the shareholder or other resident. The entire deposit will be returned if there has been no breach of the Moving Agreement and no damage to the Building or Building property.

SECURITY

The safety of the Building is only as good as the willingness of each resident to be conscientious in this regard. Strict observance of these procedures will help minimize security problems for all residents.

INTERCOM

Each apartment has an intercom with a listening device, and a button, which releases the front door to the Building. When a visitor buzzes your intercom, it is of the utmost importance that you ask the caller to identify themselves and that you do not buzz anyone in unless you are absolutely certain of their identity. If residents have any problems with their intercom, it is their responsibility and obligation to request repair.

ENTRANCES

Building – When entering or leaving the Building, residents are also cautioned against allowing access to any stranger through the vestibule doors. Alarms and “panic bar” exit devices have been installed on the door leading to the roof. These alarms will be set off whenever the doors are opened without proper authorization, but will not impede egress in case of a fire. All residents have been asked to cooperate in not using these doors except in an emergency.

Apartment – All residents are cautioned against opening their door to anyone who may identify him or herself as a workman or contractor for the building. Unless he or she is accompanied by the Superintendent or a member of the Board, or unless you have been given advance notice by the managing agent or the superintendent, you should deny anyone access to your apartment.

SMOKE DETECTORS

New York City law requires smoke detectors in all residential apartments. Accordingly, smoke detectors have been installed in every apartment in the building.

Each resident is responsible for the maintenance of smoke detector(s) in his or her apartment. All smoke detectors should be vacuumed periodically to keep them dust free and should be tested monthly by pushing the test button, which will cause the alarm to sound. Batteries should be replaced at least once a year. Only a functioning smoke detector with a working battery will warn you and your neighbors of a fire.

ABSENCE FROM THE BUILDING

All residents are urged to double lock their doors whenever leaving their apartments. In the event of an extended absence, make arrangements for the collection of mail you expect to be absent from the Building for a prolonged period of time. The mail can be held at the post office, forwarded to a temporary address or collected by a neighbor.

HOUSE RULES

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress and egress from the apartments of the Building.
2. No public hall above the ground floor of the Building shall be decorated or furnished by any resident, in any manner.
3. No resident shall make or permit any disturbing noises in the Building or to permit anything to be done therein which will interfere with the rights, comfort or convenience of other residents. No resident shall play any musical instrument or operate a record player, radio or television loud speaker between the hours of 10:00 p.m. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on the weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
4. No article shall be placed in the halls or on the staircase landing nor placed upon windowsills of the Building.
5. No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Board of Directors, nor shall anything be projected out of any window or any Building without similar approval.
6. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except such as shall have been approved in writing by the Board of Directors.
7. No radio or television aerial (including satellite dishes) shall be attached to or hung from the exterior of the Building without prior written approval of the Board of Directors.
8. No feeding of undomesticated animals (birds, squirrels, stray cats or dogs, etc.) on co-op property.
9. The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
10. Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room. The exception to this rule is the kitchen, bathroom(s), closets and foyer.
11. Complaints regarding the Building service shall be made in writing to the Management Company.

12. Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time.
13. The agents of the Board of Directors, or any contractor or workman authorized by the Board, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests.
14. Any shareholder who violates the Corporation's established policy prohibiting the walking of dogs on our common areas and permitting their dogs to defecate and/or urinate on the property will be required to reimburse the corporation for its expenses in cleaning up and repairing the damaged area.
15. No "new dogs" are permitted in Rocky Hill Tenants Corporation, as of the date of this Handbook and House Rules. All dogs on the property as of November 1, 2004 shall be permitted to remain on the property. This shall not be interpreted to permit any replacements of these dogs. The keeping of dogs or other pets on the premises is subject to the terms and conditions of the house rules and the proprietary lease, as such may be amended or modified from time to time by the Board of Directors at their discretion.

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

**ROCKY HILL TENANTS CORP.
APARTMENT ALTERATION AGREEMENT**

Approval of the management Office and the Board of Directors is needed before any alteration or renovation can be made in an apartment including but not limited to removal of walls, installation or removal of any pipes, wires, fixtures and cabinets. Shareholders planning a renovation must submit a written request to the Managing Agent.

The following are the details of Rocky Hill Tenants Corp's Alteration Agreement:

1. All work will be done in a skillful workmanlike manner and must comply with all rules and regulations of governmental authorities and agencies having jurisdiction. A licensed contractor must do all plumbing and electrical work. Your licensed professional architect or engineer will be required to obtain any permit or license that shall be necessary in connection with such work.

The alteration project in an apartment shall be in full accordance with applicable rules and regulations of Rocky Hill Tenants Corp.

All necessary plans and specifications and a construction schedule will be submitted to the management office thirty (30) days prior to construction. The construction documents will clearly show the scope and details of the construction/alteration work. The Corporation requires copies of all licenses required, including home improvement, electrical and plumbing. A \$1,500 refundable deposit is also required upon submitting the above paper work. No contractor/workman will be allowed in the building without prior written approval of construction documents and schedule.

- A. Water and electrical shut downs must be scheduled with the Superintendent. There will be a fee payable to Rocky Hill Tenants Corp. for overtime services of building personnel in connection with utility shutdowns and start-ups.

Any additions, improvements, appliances or fixtures, including but not limited to lighting fixtures, refrigerators, air conditioners, dishwashers, ranges, wall paneling, special doors or decorations, special cabinet work, or other built-in ornamental items, which can be removed without structural alterations or permanent damage to the apartment, then the title shall remain in the name of the shareholder and the shareholder shall have the right to remove or transfer same at the shareholder's own expense, provided that the shareholder at the time of such removal shall not be in default in the payment of rent or in the performance or observance of any other covenants of the Proprietary Lease and maintenance, and that the shareholder shall, at the shareholder's own expense, prior to the termination of this occupancy, repair all damage to the apartment which had been caused by either the installation or removal of any such additions, improvements, appliances or fixtures.

2. Before starting any work, the shareholder will furnish to the Corporation, Certificates of Insurance for Comprehensive Liability, Bodily Injury and Property Damage in the amount \$1,000,000 Combined Single Limit, including Completed Operations Coverage and Workers Compensation which will be maintained at all times, by you, as long as your contractors are engaged in the performance of their work. The Completed Operations Coverage will be maintained for one year after the work is completed. The liability insurance policies must designate the Corporation and the Managing Agent as additional named insured.
3. The shareholder will indemnify and hold harmless the Corporation and its stockholders and the Management Company from any liability of damages to any personal property to any part of the building structure, it's utilities equipment or furnishings, which may arise from said work.
4. Rocky Hill Tenants Corp. reserves the right to refer the shareholder's plans for review to a consultant or professional engineer selected by the Corporation and at the expense of the shareholder. The shareholder agrees to comply with all changes, and/or requirements, recommended by the Corporation's consultant or engineer.
5. The shareholder agrees to complete the work, as outlined in the letter of request and plans submitted, within the time limits specified in the letter of request.
6. The shareholder will be liable for the full payment of the cost of all the work done in the apartment and for all materials furnished. The shareholder will pay for all work and materials when due. In the case that a notice of mechanic's lien is filed, you will be responsible to discharge the lien. Additionally, you will indemnify and hold the Corporation and/or Board of Directors harmless of any claims or demands in connection with any such claim or in the removal of any mechanics liens, which may be filed in respect to said work and which you have failed to have discharged within ten (10) days after notice is received from the Corporation.
7. Except as described, you will not have the right to make any structural changes in and to the apartment.
8. For any work done on the plumbing, heating systems or electrical systems of the building, which causes damage or mandates repairs to said systems, the shareholder will be responsible for the costs to repair said systems.
9. You and/or your contractor will be responsible for the protection of all common areas leading from your apartment. Protective coverings is required, to walls and floors, are to be provided and removed at the end of each workday. You and/or your contractor will be responsible for the removal of debris and rubbish left from the alteration on a daily basis, at your own expense. If you fail to remove debris or rubbish immediately upon demand, the Corporation shall have the right to do so and charge the entire expense to you.

10. Under no circumstances will said work interfere with the normal operations of the building and your contractor will follow the instructions of the Superintendent.
11. 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.”
12. 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.

Resident (Print Name)

Address and Apt. No.

Resident (Print Name)

Address and Apt. No.