

## RACHLIN MANAGEMENT CORP.

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69-09 108th Street  
Forest Hills, New York 11375  
Tel: 718-575-9292 Fax: 718-261-2524  
mail@rachlinmgmt.com

Per your request, enclosed please find two (2) copies of the Alteration Agreement. Please make sure you read the agreement carefully before signing. Once signed, please return both copies of the agreement to our office together with the following:

1. Signed contract with Contractor (include complete scope of "Work").
2. Copy of Contractor's license.
3. Copy of Contractor's liability insurance and worker's compensation insurance.
4. Copies of licenses and insurance for all sub-contractors and/or electricians and plumbers.
5. Engineers and/or Architect's drawing for any changes, if applicable.
6. Contractors and Sub-contractors must provide superintendent with all emergency numbers.
7. \$500 security deposit, refundable if no damage occurs.
8. \$250 non-refundable processing fee payable to Rachlin Management Corp.

The contractor's contract must indicate that all debris will be hauled away by them from the building on a daily basis.

The insurance certificate must show the building (corporate entity) and Rachlin Management as Additional Insured.

The review and approval process by the Board, Building Staff and Management takes about ten (10) days. NO WORK MAY COMMENCE UNTIL YOU RECEIVE WRITTEN APPROVAL.

If you have any questions, please call our office.

Thank you.

Very truly yours,

RACHLIN MANAGEMENT CORP.

## ALTERATION AGREEMENT

**Building:** \_\_\_\_\_

**Apt. #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dear Shareholder,**

**We are writing to you in answer to your inquiry regarding the proposed alterations to be made in your apartment at the above premises, as follows:**

**As agent for the owning corporation/association, we wish to advise you that there will be no objection to your proceedings with these changes provided that you agree to comply with the following conditions:**

- 1. That a complete description of the specific alterations you desire be given in the space provided above by the reference to plans and specifications prepared in duplicate and furnished with this agreement.**
- 2. That all the proposed structural changes shall strictly conform to all rules and regulations of all government authorities having jurisdiction thereof as well the New York Board of Fire Underwriters.**
- 3. That under no circumstances shall any work whatsoever be performed on Saturdays, Sundays or Holidays. The proposed alterations must be performed within four (4) months from the date of commencement and that work is to be performed Monday through Friday between the hours of 9:30 A.M. to 4:30 P.M**
- 4. That all such alterations and structural changes shall be done in such a manner and that at such time so as not to disturb other occupants of the building or the operation of the building's services and that all rubbish and debris caused by such alterations will be removed at your expense at such time as may be convenient to the operation of the building. The use of such power tools as electric hammers or portable table saws, which may disturb other occupants of the building, will not be permitted. You agree that you will immediately discontinue any work in progress upon receiving notice from the superintendent or other building employees that the work is at that time creating a disturbance to other residents in the building.**

5. That prior to commencement, all applications and permits that may be required shall be obtained by you at your sole cost and expense and shall be delivered to the owning corporation/association in care of the managing agent. That all the proposed alterations and structural changes are to be carried out by you in a proper and workman like manner and with suitable materials, and that prior to commencement you will furnish us with the names of the architect, general contractor, and any subcontractor who will engaged to execute this work.

6. That, during the process of this alteration work, you will take such protective measures as may be necessary to insure that other portions of the building are not damaged, we expect you to assume full cost of the necessary repairs.

7. That before starting and during the progress of this work, you or the contractors engaged by you will be covered by workmen's compensation and by public liability insurance in which the cooperative and Rachlin Management Corp. Is named as a party insured in minimum amounts of \$500,0Q0/\$1,000,000 bodily injury and \$500,000 property damage. Certificates confirming such coverage shall be furnished to the owning corporation/association, its managing agent, and all residents in the building, against any claims by others for damages to persons or property resulting from the work being undertaken, regardless of negligence. If requested, you shall procure a bond or agreement from an insurance company reasonably acceptable to this corporation/association, ensuring performance by you or the provisions of this paragraph, if such insurance is obtainable from an insurance company licensed to do business In New York.

8. That in granting this conditional permission, the owning corporation/association makes no representations to design or efficiency of the proposed alterations, and if the operation of the building or any of it equipment it's in any way adversely affected by reason of the alterations, you will agree at your expense to remove the cause of the trouble upon notice by us to you to this effect.

9. lessor, may at its options, select and engage at the sole expense of the Lessee the services of a professional engineer deems necessary to ensure that all alteration work Is installed in accordance with normally accepted standards and meets all governmental agency requirements.

10. That you shall indemnify and hold the owning corporation harmless from any mechanical liens or material liens in connection with the proposed work.

11. That in granting this conditional permission under the terms of this letter agreement, the terms and conditions of your lease/deed with the owning corporation/association are to be in no way altered or modified. You agree if you change radiators in the apartment, you will assume all responsibilities for said heating radiators and the Lessor or Managing Agent will not be responsible for failure of efficient

performance of the apartment radiators as provided by you. It is understood there will be no change in the operation of a central heat system to facilitate the functioning of any heating units you may install.

You are to assume all responsibility for any air-conditioning of the apartment. You agree to assume all responsibility for the weather tightness' of your proposed installation and the waterproofing of the building structure itself if your proposed installation affects the same.

12. On completion of work, you will obtain and deliver to the owning corporation in care of the managing agent, certificates of inspection and approval thereof from the appropriate government authorities having jurisdiction and the Board of Fire Underwriters. This will include the furnishings of a revised or amended Certificate of Occupancy for the entire building if this be necessary. (In the event that violations are encountered in other portions of the building apart from this apartment, you will not be expected to assume the cost in connection with the removal of such violations.)

If you agree with the foregoing conditions, please signify by signing all copies in the space provided below and returning them to this office, if permission is granted, we will sign and return one copy to you for your records.

Very truly yours,

**RACHLIN MANAGEMENT CORP.**

The above conditions meet with my understanding and approval.

Signature of shareholder: \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Email: \_\_\_\_\_