

# Century Tower

## ALTERATION REQUEST FORM

Date: \_\_\_\_\_ 200\_\_\_\_\_ Name: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
(Print)

1. Work that this contractor will perform: (a separate permit must be issued for each contractor, i.e., electrical plumbing, carpentry, etc.)

2. Please attach work specifications. (Plans, layouts, list of changes, quotation, etc.)

3. Shutdown(s) of building water service must be scheduled through the Management Office at least one week in advance. **Please note that there is a charge of \$75.00 for each service line that is shut down.**

4. Contractor's company name and address: Contact name: \_\_\_\_\_  
\_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If plumber or electrician, print license # : \_\_\_\_\_

6. **Certificates of Insurance are to name One Century City Apartment Corporation as certificate holder. Please make certain that Douglas Elliman Property Management is named as Additionally Insured. Be sure to include the owner's name and the apartment # where the work will be done. Insurance information must include liability & worker's compensation certificates. These certificates must be presented to the Management Office.**

Company Name: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

7. Work Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Projected Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Owners Work Phone # (\_\_\_\_) \_\_\_\_\_ Home # \_\_\_\_\_

9. Deliveries of material and removal of debris from the apartment unit must be scheduled with the Management Office. Please call: **201-944-5325**.

## Alteration Request Form

10. I hereby request permission to make the following alterations to my apartment unit. I understand that the alterations cannot commence until I have received written permission from the Corporation. I acknowledge that proceeding on structural alterations without the prior written approval of the Board of Directors is a specific violation of the Proprietary Lease of One Century City Apartment Corporation and will result in the work being halted and/or monetary damages.
11. If any alteration is structural, or in any way changes the original specifications of the apartment unit, architectural or engineering plans must be approved by the Board of Directors. Such plans must be submitted through the Managing Agent.
12. **I understand and agree that all work will be performed only between the hours of 8:30 a.m. and 4:30 p.m. All workers must exit the building by 4:30 p.m. Under no circumstances may work be performed on Saturday, Sundays or holidays.**
13. I have advised my contractor(s) that all construction debris and materials must be removed from the property by the contractor. Any contractor performing major renovation work must provide his own dumpster and place it at a location approved by the Managing Agent.
14. Any damages to the building, the apartment, personal property, building equipment or to other residents' property, as a result of, or related to this work, will be my sole responsibility, and not that of One Century City Apartment Corporation. I agree to indemnify and hold harmless One Century City Apartment Corp.
15. I understand that any plumbing work that requires a shutdown of building water service must be scheduled and approved by the Managing Agent and will be at the expense of the owner/contractor.
16. I fully understand all costs incurred by the Corporation's engineering/architectural firm for review of this alteration request are my responsibility. I also understand that payment for all services must be received prior to the commencement of work.
17. No contractor may remove, dismantle, paint, block, cover or damage the fire speakers or sprinkler heads located at the entrance of each apartment unit. Any expenses incurred due to the repair/replacement will be the responsibility of the contractor and/or unit owner.
18. All building valves must be left exposed and accessible, i.e., a trap door.
19. All renovations, from start to finish, must be completed within a 6-month period.
20. All final approvals for permits from the Borough of Fort Lee must be submitted to the Management Office before any monies can be returned to the unit owner.
21. Contractors must protect the common area flooring/carpeting with masonite and drop cloths.
22. **Please Circle One**
  - A. I have submitted a check in the amount of \$500.00 representing a refundable security deposit, provided there are no damages or need for clean-up resulting from this work. Work will be completed within one week's time.

B. I have submitted a check in the amount of \$1,000.00 representing a refundable security deposit, provided there are no damages or need for clean-up resulting from this work. Work will be completed within six (6) months.

23. For each month that alterations continue beyond a six (6) month period, an additional \$1,000.00 security deposit will be required.

24. In the event that alterations are not completed within one hundred eighty (180) consecutive calendar days after the commencement date and work is permitted, in the sole discretion of the corporation to continue thereafter, Lessee shall pay an additional \$100.00 rent for a maximum of thirty (30) calendar days (or any part thereof) and \$500.00 per calendar day thereafter, until all work has been completed.

25. I understand that a non-refundable check in the amount of \$200.00 payable to One Century City Apartment Corp. for the processing of the Alteration Agreement must be submitted with this application.

\_\_\_\_\_  
Unit Owners Signature

\_\_\_\_\_  
Unit Owners Signature

APPROVED/DISAPPROVED (for the Co-op Corporation)

\_\_\_\_\_

Check List for Internal Alterations to Apartment:

Yes

No

1. Building Permit (s)

\_\_\_\_\_

\_\_\_\_\_

2. Certificate (s) of Insurance

\_\_\_\_\_

\_\_\_\_\_

3. Architect's or Detailed Contractor's Plan

\_\_\_\_\_

\_\_\_\_\_

4. Contractor's License

\_\_\_\_\_

\_\_\_\_\_

Approval for Construction:

a. Plans on file with Management Office

Yes \_\_\_\_\_

No \_\_\_\_\_

Resident Manager \_\_\_\_\_

Building Manager \_\_\_\_\_

Board of Directors \_\_\_\_\_

Upon Completion: Inspection to determine it was approved

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

a. Receipt of Borough of Fort Lee "Final Inspection(s)"

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

b. Return of Damage Deposit Check # \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Resident Manager \_\_\_\_\_

Building Manager \_\_\_\_\_

Board of Directors \_\_\_\_\_

Whereas \_\_\_\_\_ (“Contractor”) is and will be performing certain work for  
\_\_\_\_\_ (“Owner”) pursuant to an agreement for  
\_\_\_\_\_, the Contractor and Owner hereby agree:

#### INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees, including attorney’s fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents servants, subcontractors or employees, or employees, of facilities owned by Owner. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Owner and/or Managing Agent without negligence and solely by reason of stature, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of Owner and/or Managing Agent either causing or contributing to the underlying claim. In the event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise.

#### INSURANCE PROCUREMENT

Contractor shall obtain and maintain at all times during the term of this agreement, at its sole cost and expense, the following insurance (a) workers compensation insurance with statutory limits and employer’s liability coverage of not less than \$500,000; (b) commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, products/completed operations, broad form property damage, broad form contractual liability, personal injury and independent contractor’s liability; (c) automobile liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000; and (d) umbrella liability insurance with a limit of \$5,000,000 per occurrence and a general aggregate of \$5,000,000. Contractor shall, by specific endorsements to its primary and umbrella/excess liability policy, cause Owner and Managing Agent to be named as Additional Insureds. Contractor shall, by specific endorsement to its primary liability policy, cause the coverage afforded to the additional insureds thereunder to be primary to and not concurrent with other valid and collectible insurance available to Owner and Managing Agent. Contractor shall, by specific endorsement to its umbrella/excess liability policy, cause the coverage afforded to the Owner and Managing Agent thereunder to be first tier umbrella/excess coverage above the primary coverage afforded to Owner and Managing Agent and not concurrent with or excess to other valid and collectible insurance available to Owner and Managing Agent.

Dated: \_\_\_\_\_

Owner Apt.: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_