

Alteration Request Form

- 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 acknowledge that all construction debris and materials must be removed from the complex by the contractor. Any contractor performing major renovation work must provide his own dumpster and place it at a location approved and arranged with 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. 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.
- 17. All renovations, from start to finish, must be completed within a 6-month period.
- 18. All final approvals for permits from the Borough or Fort Lee must be submitted to the Management Office.
- 19. All building valves must be left exposed and accessible, i.e., a trap door.
- 20. Contractors must protect the common area flooring/carpeting with masonite and drop cloths.

Contractor (s) Signature

Date

Check List for Internal Alterations to Apartment:

<u>Yes</u>	<u>No</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 1. Building Permit (s)
- 2. Certificate (s) of Insurance
- 3. Architect's or Detailed Contractor's Plan
- 4. Contractor's quote & detailed list of work
- 5. Contractor's license number (s)

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: _____