

# Executive House Condominium Alteration Request Form

Name \_\_\_\_\_ Unit # \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
Application Date \_\_\_\_\_ Describe what alterations are being requested in detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach work specifications/drawings, if needed for alterations, and a copy of your construction contract(s). A copy of your construction contract(s) must be attached for window replacements (window frames must be silver aluminum) before the contract is signed with the contractor – unless you are using S&L Glass in which case they are a familiar vendor of EH. A copy of your Hackensack city permit must also be attached if a city permit is required for your alteration.

- Does your alteration require a shutdown of building water?  Yes  No  Not sure
  - Building water shutdowns only occur on Wednesdays
  - Building water shutdown cost (please include separate check):
    - With at least 10 days notice: \$75
    - Less than 10 days notice / emergency shutdown: \$125
- General Contractor
  - Company Name \_\_\_\_\_
  - Company Address \_\_\_\_\_
  - Company Phone # \_\_\_\_\_
  - Insurance Company Name \_\_\_\_\_
  - Insurance Policy Expiration Date \_\_\_\_\_
- Plumbing Contractor
  - Company Name \_\_\_\_\_
  - Company Address \_\_\_\_\_
  - Company Phone # \_\_\_\_\_
  - Insurance Company Name \_\_\_\_\_
  - Insurance Policy Expiration Date \_\_\_\_\_
- Electrical Contractor
  - Company Name \_\_\_\_\_
  - Company Address \_\_\_\_\_
  - Company Phone # \_\_\_\_\_
  - Insurance Company Name \_\_\_\_\_
  - Insurance Policy Expiration Date \_\_\_\_\_
- Scheduled Alteration Start Date \_\_\_\_\_
- Scheduled Alteration End Date \_\_\_\_\_

1. I hereby request permission to make the aforementioned alterations to my unit. I understand that the alterations cannot commence until I have received written permission from the Executive House Condominium Association and I have submitted all necessary permits required by the Bergen County Building Department. I acknowledge that proceeding on structural alterations, without the prior written approval of the Board of Directors is a specific violation of the Master Deed of the Executive House Condominium Association and may result in a stoppage of work or in money damages or both. A \$200.00 non refundable check is required made out to Executive House Condominium Association. Any damage to hallways, elevator or your entry door will be charged to the unit owner.
2. If any alteration is structural, or in any way changes the original specifications of the unit, architectural or engineering plans must be approved by the Board of Directors through RCP Management, the managing agent.
3. I understand and agree that all work will be performed on weekdays only between the hours of 9:00am and 4:00 pm, and that the contractor must be out of the building by 3:50pm and leave the hallway area clean. No work is permitted on weekends, building holidays or weekdays between 4pm and 9am - NO exceptions.
4. A covering must be placed outside your unit door at all times during alterations to protect hallway carpet. The terrace will not be used as a storage facility for work materials or construction tools as ordered by the Hackensack Fire Department
5. I have advised my contractors that:
  - a. All contractors must check in at the front desk daily, receive a pass to be displayed in the vehicle window, and park only in the parking space assigned by the front desk. Each day a new pass must be obtained.
  - b. All construction debris and materials must be removed and carted away from the complex by the contractor.
  - c. All materials must enter the building through the service entrance in the upper garage area
  - d. All materials must be brought up to the unit in elevator #1, the padded elevator, and may only be transported during the times stated above.
  - e. The hallways cannot be used for the temporary storage of any materials nor can it be used as a work area. The rug in front of the unit must be covered and protected by contractor.
  - f. The unit owner will be a charged for any damage to the elevators, hallways or your entry door (paint included).
  - g. The unit owner will be fined for allowing any contractor in the building at unspecified times. For further information, please refer to the Executive House Condominium Association rules & regulations booklet.
6. Any damages to the building, terraces, my unit, my personal property, building equipment, or to other residents' property as a result of or related to this work, will be solely my responsibility and not that of Executive House Condominium Association whom I agree to indemnify and hold harmless, including its legal fees and costs.
7. Please return this complete form to the front desk with the following:
  - a. All contractors' certificates of insurance
  - b. A non refundable check for \$200.00 made out to Executive House Condominium Association
  - c. Please do not leave a or b at the front desk until all information is available for review as it will not be considered or approved until all required information and documentation is attached.

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Unit Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 RCP Management Approval Signature \_\_\_\_\_ Date \_\_\_\_\_