



September 24, 2015

301 Beech Street- Executive House

RE: **Contractors (of any kind), Deliveries and Moves**

Dear Resident:

**It has become necessary to remind all residents that all deliveries, moves and construction work-including painting- must be scheduled with the management office and the front desk.**

Any unscheduled construction, deliveries and/or moves will be stopped. Contractors of all kinds (plumbers, electricians, carpenters, painters, movers, clean outs, furniture stores, bed stores, window company, locksmith etc) must submit a certificate of insurance before they are allowed access to Executive House. Any outside vendor that does not present a certificate of insurance will not be allowed to work or enter. All certificates of insurance must be attached to the form available at the front desk or on our web site. (These rules include any outside person performing **any kind of work** in a unit). If you are having a friend work in your unit you will be required to send a copy of your HO-6 policy with the same forms. If you are painting you must follow the same rules.

These rules are imperative to safeguard our building. Subsequent failure to comply with these rules will incur fines to the unit and work will be stopped. Landlords are responsible for their tenants. Landlords must be sure that tenants are complying with all rules and regulations.

You can obtain all necessary forms by visiting the website [www.executivehousecondo.org](http://www.executivehousecondo.org) or you can stop by the front desk and request these forms. An alteration/renovation request form must be filled out and delivered for all alteration work including painting to begin. A move in-move out form must be filled out for all moves including deliveries and be delivered to the property manager or front desk 10 days in advance of the move or delivery. The City of Hackensack requires permits whenever any plumbing, electrical and structural work is being done in a unit. You must obtain these permits before you can commence any work, copies of the permits must be delivered to the front desk. Work can begin at 9:00 AM sharp. All contractors must be out of the building by 4:00PM with NO EXCEPTION. Please make sure your contractor protects the carpeting in the hallway and outside your door.

If you have any questions, please feel free to contact customer service at 201 791 4088