

When work is completed, the superintendent will inspect the common areas and the adjoining apartments. Your security deposit will be returned once the superintendent has advised that the project was completed without any damages and if your project required filing when we receive the following:

- (1) A DOB Technical Report: Statement of Responsibility (TR-1) must be initialed and dated by filing architect / engineer for items originally indicated as his responsibility for inspection. When the TR-1 is submitted to the DOB a letter indicating the job is “completed” is issued. (Note: a Directive 14 type filing usually indicates at least a final inspection will be performed).
- (2) An electrical sign-off by the Bureau of Electrical Control (BEC) if required.
- (3) A plumbing Inspection Certificate, if applicable, must be submitted by the licensed plumber who applied for a permit.
- (4) An amended Certificate of Occupancy, if required.
- (5) As-built drawings in electronic or CAD format. These will be incorporated into the running schematic the corporation is trying to keep of all building renovations.

How to obtain approval of Unit Alterations

1. **Call the alterations department or your Account Executive and request an alteration application package.** The materials lay out in detail the documents and information that need to be filed with building management. The alteration package also details the specific licenses, insurance certificates and signed indemnity agreements that must accompany this package.
2. Submit a complete package. **Submitting an incomplete package will result in delays and the approval process will take longer. Piecemeal submittals will not be reviewed.**
3. The Board may require the submission of your plans to the building’s architect and/or engineer who will determine if the proposed work conforms to the building’s legal, safety, convenience and esthetic concerns. **Be as complete and thorough as possible.** If plans are incomplete or present structural or system problems, the building’s architect and/or engineer may require modifications. The more often plans must be revised or amended; **the longer the approval process will take.** There is a fee for the review(s) of your plans by the building’s engineer and/or architect that will be charged to your account.
4. Filing the work with the Department of Buildings may be required and, if so, the Board of Directors/or Board of Managers will have to sign the appropriate NYC DOB forms, not the shareholder/unit owner. The Board will not execute a “Professional and Owner Certification”. Although this document does expedite the project “sign

off”, its execution obligates the Board to cure any construction deficiencies that may exist following the completion of your work. Similarly, the Board does not sign an “Owner’s Statement Form for Expedited Review” from Landmarks.

5. DOB/LPC forms will not be signed until the Board has granted permission and the building’s architect has reviewed the project and issued their final report that recommends approval.
6. While management and the Board understands the need for apartment improvements and their positive impact on values, it is also imperative that the work be staged in such a manner that when work is being performed it does not negatively impact the comfort of other residents and the operations of the building. As such, management reserves the right to defer the start of any such approved alterations until such as time as feasible acceptable.

Please send the listed documents to:
ORSID REALTY CORP.
1740 BROADWAY, 2ND FLOOR
NEW YORK, NEW YORK 10019
Attn: Denisa Music

Or email the package to dmusic@orsidr.com

1. Signed alteration agreement.
2. Architectural drawings (plans) AND written scope (description) of the work. The scope of work should either come from the contractor, designer or architect’s letter head. Scope of work written in email form is not acceptable. It is essential that you also submit drawings that show the existing conditions of any and all areas of your apartment slated for work (plans and scope of work can be emailed)
3. Processing fee made payable to Orsid Realty Corp. (see alteration agreement).
4. Security deposit made payable to Corp. (see alteration agreement).
5. Other fees as set by your building (see alteration agreement).
6. Executed (signed) copy of all contracts with any and all general and/or prime contractors.
7. All contractors and their sub-contractors must provide satisfactory evidence of general liability and worker’s comp insurance REVIEWED and APPROVED by Orsid Realty Corp. **If your contractor/subcontractor does not carry workers compensation insurance, he/or she will need to provide a copy of the workers compensation exemption certificate.** Contractors and sub-contractors must maintain such coverage at all times while working (see insurance sample):
 - A. Additional insureds on liability policy are:
 - Shareholder or Unit Owners name and address
 - Building Corporation
 - Orsid Realty Corp.
 - B. Workers Compensation
 - C. Certificate Holder must be listed as follows:

(Building's Corp.)
c/o ORSID REALTY CORP.
1740 BROADWAY, 2ND FLOOR
NEW YORK, NEW YORK 10019

8. Signed indemnity agreements from general contractor and all subcontractors.
9. Copy of lead paint certificate from your general contractor or whoever will be performing demolition and painting work. This is required by Federal Law.
10. Copy of all up-to-date licenses: Contractor's DCA license, Plumber's license, Electrician's license, etc. **All contractors must be licensed in the State or City of New York. All licenses must match with the insurance certificates that were provided. If the insurances, licenses and indemnity agreements do not match, our office will request a resubmission so that the paperwork does match and is in order.**
11. Electrician's Load Letter completed by the electrician who will perform work (if any upgrade is being done).
12. Copy of the Notification to Neighbors Letter – Indemnification letter as per alteration agreement to adjacent apartments above, below, left and right.
13. Signed W-9 form. This is to come from whoever will be submitting the security deposit. Once the project is approved, the check will be cashed and the bank requires a copy of the W-9 form. **Our office does not require a W-9 form from the contractor if he/or she is not submitting the security deposit.**

Depending on the nature of the work proposed, the following may be required:

1. Catalog cuts of any new plumbing fixtures, appliances etc.
2. Applications, permits, and sign-offs as may be required and stamped by The Department of Buildings for the proper filing of the work.
3. Fees for review, by the building architect and/or engineers.
4. Compliance with any other requirements as determined necessary by the Board of Directors/ or Board of Managers.

If you require additional information or have any questions, please call (212) 484-3744 or email at dmusic@orsidr.com. Thank You.

Very Truly Yours,
Denisa Music
Alterations Administrator

Brevoort East Alteration Agreement
20 East Street Corp,
New York, New York 10003

THE FOLLOWING MUST BE COMPLETED AND ATTACHED TO THE ALTERATION AGREEMENT. PLEASE SEND COMPLETED ALTERATION PACKAGE TO THE ORSID MANAGEMENT OFFICE. (3 COPIES) ATTENTION: DENISA MUSIC (dmusic@orsidr.com)

1. A&B CHECKS MADE TO 20 EAST 9 STREET CORP.
 - A. NOT LESS THEN 5,000.00 OR 5% OF ALTERATION---SECURITY (whichever is greater)
 - B. 500.00 PER PLUMBING WATER PER RISER SHUT DOWN
 - C. ALL MANAGEMENT PROCESSING FEES, EXCLUDING LANE ENGINEERING ARE PAYABLE TO ORSID REALTY CORP.
 - D. ALL ALTERATION REVIEWS WILL BE BILLED AND CHARGED BACK TO THE OWNERS. *Please initial*_____.
 - E. SERVICE ELEVATOR FEE: \$250.00 PER MONTH WILL BE BILLED MONTHLY AND WILL APPEAR ON YOUR MAINTENANCE BILL DURING THE DURATION OF THE PROJECT.

*Please initial*_____.

Cosmetic Renovation/Decoration Work (type I) \$ 200.00 Some Examples include: Carpeting, wallpapering, painting, refinishing existing wood flooring (sanding/staining); re-grouting bathroom tile; replacing an appliance or individual light fixture in the existing location.

Standard Alteration/Repair Work (type II) \$500.00 some examples include: full replacement of two or more plumbing fixtures (lavatory, Bathtub, stall shower construction or shower area retiling) in their exiting location with similar size and style fixture; installation/replacement of kitchen cabinetry/counter, without changing existing layout, installation of new appliances and fixtures with only minor electrical work.

Major alteration/renovation work (type III) 1,000.00 some examples include: heating and air conditioning work; electrical work; plumbing work; and combinations of apartments, kitchen and bathroom alterations which involve reconfiguration of space and installation of new appliances and plumbing fixtures.

2 INSURANCE

- A. PROOF OF HOME OWNERS INSURANCE
- B. ALL CONTRACTORS AND SUBCONTRACTORS OF ALL TRADES MUST HAVE INSURANCE--- SEE ATTACHED
- C. PLUMBERS AND ELECTRICIANS MUST PROVIDE PHOTO I.D. AND LICENSES NUMBER

3. COVER SHEET

TYPED LIST DELINEATING THE ALTERATION WORK TO BE PERFORMED.

4. ALTERATION CONTRACT AND W-9 FORM

A SIGNED ALTERATION CONTRACT; COMPLETE AND SIGN FORM.

5. MAINTENANCE AND OTHER PAYMENTS

SHAREHOLDER MUST BE IN GOOD STANDING.

6. NOTICE LETTER

LETTER TO NOTIFY NEIGHBORS OF ALTERATION

7. ALL HVAC UNITS MUST BE REPLACED (Thermostats must be installed on each HVAC unit)

8. POLYURETHANING

POLYURETHANING MAY ONLY TAKE PLACE BETWEEN **MONDAY AND THURSDAY** AND MAY NOT COMMENCE AFTER 1:00PM. MANAGEMENT **MUST HAVE A 72 HOUR NOTICE** PRIOR TO START OF ANY POLYURETHANING. **NO POLYURETHANING ON FRIDAYS**

9. HOLES IN WALLS

ALL HOLES MUST BE SEALED PRIOR TO THE INSTALLATION OF ANY CABINETRY, INCLUDING ALL PLUMBING WORK. AN INSPECTION BY STAFF MEMBER MUST TAKE PLACE PRIOR TO INSTALL.

10. ELECTRICAL BREAKER BOXES

ALL ELECTRIC MUST BE BROUGHT UP TO CODE, AND REMOVAL OF FEDERAL PACIFIC ELECTRICAL BREAKERS.

Owner Signature

Check-off List for Apartment Renovations

Apartment: _____

Shareholder: _____

Date material Received: By Management _____ By Engineer _____

(Please check box)

- | Yes | No | Approved | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the project a combination of two apartments? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are there changes to the exterior (for instance, greenhouse plans, air conditioners, terrace improvements, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are there walls between bedrooms, living rooms, bathrooms, kitchens, taken down or modified? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are filing applications for the Department of Buildings or the Landmarks Preservation Commission provided for review? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Did the plans call for changes in the electrical system, relocation of breaker panel, or increase of electrical amperage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there changes to the plumbing rough-in locations such as moving a toilet, adding a shower or tub, changing location of sink? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are there any changes to the outline or footprint of the apartment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are there changes to the gas service locations such as moving a stove or oven? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Is the room count changing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Approximately how long is the renovation anticipated to take? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. No washing machines or dryers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are there any garden automatic sprinklers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are there any awnings? Must have landmark approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. No window air conditioners |
| <input type="checkbox"/> | <input type="checkbox"/> | | 15. Do you need window guards? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 16. Are you a new owner? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 17. Are you a presently residing in the apartment? |
| | | | 18. All cabinetry must have a removable backing for future maintenance purposes |
| | | | 19. <u>SERVICE ELEVATOR USAGE MONTHLY CHARGE IS \$250.00.</u> |

Shareholders Signature

Date

ALL CONTRACTORS CLEANLINESS REQUIREMENT

- Zipper door must be installed on the outside of the apartment door.
- Apartment door must remain closed at all times.
- To prevent dust to infiltrate to other apartment and surrounding area all vents in the apartment and piping should be covered either with plastic, cardboard or like material to prevent dust from escaping the apartment.
- Plumbing pipping should be stuffed with toweling or like material to prevent dust from escaping to apartment above or below.
- Tackless cloth should be used to prevent dust and footprints to be tracked in the hallways.

MANAGEMENT CONTROL

Shareholder	
Apartment	
Submission Date	//
Resident Mgr. Approved	//
Architect Approved	//
Co-op Approved	//
Co-op Riser Job	No <input type="checkbox"/> Yes <input type="checkbox"/>
Allotted Time	180 working days
Start Date	//
Completion Date	//
1 st Stage Damage Date	1-15days \$100 date:
2 nd Stage Damage Date	16-31 days \$250 date:
3 rd Stage Damage Date	32 days \$500
Project Shutdown date	//
Security Deposit	\$5000.00
Water Shut Down Deposit	\$500.00 PER RISER
Project Sign-Off	//
Security Returned	//

CONTACT CONTROL SUMMARY

Contact	Name	Telephone	Facsimile	E-Mail
Shareholder				
Architect				
Project GC				

ALTERATION PROCESS CHECKLIST

All documents will be submitted to Orsid Realty in triplicate

Submission of Initial Project Plans for Review	
Governmental Compliance Applications for Signature <i>(Lessor Signature is supplied strictly for expediting Governmental Approval & does NOT denote Lessor)</i>	
Copies of All Governmental Permits & Certificates	
Electrical Load Letter and list of Load for each item	
Submission of all Contractor Agreement	
Submission of all Suppliers Agreements	
Copies of all NYS Licenses <i>(electricians, plumbers, etc.)</i>	
\$2 mil. Insurance for All Contractors*	
Worker's Compensation Insurance*	

Lane Engineering Consulting P.C 1340 State Route 36 Airport Plaza Suite 10 Hazlet,NJ 07730

20 EAST 9 STREET CORP.
C/O ORSID REALTY CORP.
1740 BROADWAY NEW YORK, NEW YORK 10019

PLEASE FAX TO: MR.MILLER 212-254-8398
bmiller@nyc.rr.com and 20e9st@gmail.com

