

# Coop Apartment Alteration Application

## 303 Beverly Owners Corp.

303 Beverly Road, Brooklyn NY 11218

Apartment # \_\_\_\_\_

Owners Name \_\_\_\_\_

# Bedrooms \_\_\_\_\_ # Bathrooms \_\_\_\_\_

Summary of proposed renovation

Plumbing (Yes/No)	
Electrical (Yes/No)	
Break walls (Yes/No)	
Combining Units (Yes/No)	
Proposed Starting Date: (MM/DD/YYYY)	
Estimated Cost: (\$)	
Method of Payment (Cash/finance/Other)	

Note: Additional financing on your apartment requires Board approval

Please provide a brief description of the project.

Please Initial Page: \_\_\_\_\_

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Before any renovations can be approved, the board requires **four copies** of the relevant documents listed below. Completed copies may be left with the door personnel:

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1. You shall furnish to the Corp. a letter from a licensed electrician, which letter shall certify that the electrical loads required as a result of the alteration will not in excess of the present electrical capacity of the apartment and will not adversely affect the buildings electrical service. Please provide proof of license.
2. If required, you shall file the plans with all proper municipals departments and shall obtain all government approvals, permits and certificates that may be required. The Corp.s management agent (herein after called the Agent) shall be notified of the building permit number, if any, assigned to the Plans and shall be given a copy of each of the permits, plans and aforementioned certificates with 10 days of your receiving same.
3. You shall furnish the Corp. with a conformed copy of each and every agreement made with your contractor and you shall procure from your contractor and submit for the Corp.s approval
4. You shall procure from your Contractor a written agreement waiving the right to file any mechanical lien or other liens, attachments or encumbrance against the Corp. property which may arise out of or in connection with the alterations. Proof that the contractor has obtained similar waivers from all their work. If you are unable to obtain said waiver or liens, then you may in lieu of such waivers provide the Corp. with Labor and Material Payment Bond for a surety company acceptable to the Corp..
5. If the Corp. shall deem it is wise to seek legal engineering or architectural advice prior to granting permission, I agree to reimburse you on demand, for reasonable fees incurred, and if permission be granted, then in any event, prior to commencement of any work.

Please Initial Page: \_\_\_\_\_

Page 2

October 2016 Format

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6. All contractors, electricians, and plumbers must provide the coop board with copies of License and certificate of insurance as part of this application. 303 Beverly Owners Corp., 303 Beverly Group, and J.K. Management Corp. must be listed as additional insured.
7. You shall provide a letter to the Corp. from the licensed plumber hired for the job acknowledging that all plumbing work must be undertaken with prior notice to the Managing Agent and must be approved by the Managing Agent. If water needs to be turned off during the renovation, the superintendent must be notified well in advance so that he can decide with the property manager when to shut down the water. If your bathtub has to be removed, the management company must inspect the flooring underneath before a new tub can be installed. Proof of License must be provided.
8. You shall provide a copy of your Home Owners Insurance Policy to the Corp. that the building (303 Beverly Road) is insured and certify that any mishaps as a result of the alteration are insured.
9. You shall provide to the Corp. a check in the amount of \$750.00 of which \$250.00 is to be utilized by the Corp. for administrative costs. \$500.00 will be refunded to you provided that there are no exceptional costs to the building due to your renovation. Check must be made out to 303 Beverly Owners Corp. If you have any questions, please email the board at [303beverleyroad@gmail.com](mailto:303beverleyroad@gmail.com)

Signature: \_\_\_\_\_

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

Please Initial Page: \_\_\_\_\_