

RENOVATIONS

SIMPLE FORM FOR APARTMENT ALTERATIONS

To: 200 East 16th Street Housing Corp.
c/o Orsid New York.
156 West 56th St, 6th Floor
New York, NY 10019

This form may be used for painting and plastering, sanding and refinishing floors, shelves, lighting fixtures, installation of sink faucets, and redoing the interior of closets. If you are doing any other type of renovation, you will need to obtain the regular alteration package by contacting Denisa Music, 212-484-3744 or dmusic@orsiny.com

Re: Apartment No. _____
200 East 16th Street
New York, NY 10003

Dear Board Members,

I/we of the above referenced apartment request permission from the Board of Directors of the co-op to perform the following minor apartment alterations consisting of (use separate page if necessary):

I/we agree to use a contractor licensed in the State of New York and who carries a minimum of between \$500,000 and \$1,000,000 liability and a minimum of between \$500,000 and \$1,000,000 in property damage insurance. The contractor will have worker's compensation insurance covering all their employees and subcontractors in amounts as required by statute.

A Certificate of Insurance will be provided to the co-op, which will name **200 East 16th Street Housing Corp., shareholder's name/address** and **Orsid Realty Corp. d/b/a Orsid New York** as additionally insured. I/we understand that a Certificate of Insurance must be provided in advance of any work.

A \$200.00 processing fee made payable to Orsid Realty Corp. will be provided.

Agreed to by:

Signature of shareholder:

Date:

Approved by: 200 east 16th Street Housing Corp.

Date:

Any deviation from the work approved in the alteration agreement shall void in its entirety the permission granted herein.