

MITCHELL GARDENS NO. 1 CO-OP. CORP.
139-10 28TH ROAD
FLUSHING, NY 11354

Version Updated 5/2/2024

REQUEST TO PERFORM RENOVATIONS, CONSTRUCTION OR ALTERATIONS

I (we) hereby request to perform the following work:

Attached are the following documents:

1. Copy of Homeowners Insurance Policy
2. Copy of Licensed Contractors detailed estimate of work.
3. Copy of License and Insurance Certificate from all Contractors involved in the work. Certificate of Insurance must name Mitchell Gardens #1 Coop Corp. as Additionally Insured.
4. Copies of necessary Permits.
5. A check made payable to Mitchell Gardens #1 Coop Corp. in the amount of \$1,500 to be deposited as security until the work is completed. Should the Board of Directors require a larger deposit amount due to the scope of work being done in my unit I will send it in at their request.
6. If walls are being added or removed, or other structural changes are being made a copy of approved plans filed with the NYC Department of Buildings.
7. Any other available documents to demonstrate required compliance with Cooperative Corporation and New York City Laws.

I (we) understand that the Contractor(s) must dispose of all debris, and always keep public hallways, stairwells, elevators, and grounds free of dirt, debris, and obstructions. All work will be performed with consideration of my neighbors. Work will only be performed Monday thru Friday between 9 AM and 5PM and Saturdays between 10AM AND 5PM. **No Plumbing work** of any kind will take place on Fridays and Saturdays and under no circumstances is work of **ANY** kind to take place on Sundays and Holidays. My Contractor(s) and myself will not block any parking spaces or garages or park anywhere illegally on the property. I understand that any materials being brought into or out of the building in connection with my work will only be allowed through the rear basement entrance of the building. Nothing can be brought into the building in any other way but the basement entrance and I will make sure my contractors are not putting objects that can overweigh the weight capacity of the elevator. I (We) will be responsible for any damage to the any part of the property or other apartment(s) due to my renovation work.

JACUZZIS, HOT TUBS, WASHERS AND DRYERS ARE NOT PERMITTED INSIDE APARTMENTS

NO WALLS MAY BE REMOVED OR ERECTED WITHOUT PRIOR PERMISSION AND PROPER PERMITS FROM NYC DEPARTMENT OF BUILDINGS.

NAME & ADDRESS _____

PHONE NUMBER _____

SIGNATURE _____

DATE _____