

RENOVATION REQUIREMENTS

1. Contractor Proposal must meet NYC requirements with the name, address license # and the required three-day cancellation clause. We need a copy of their license, salesman license and the EPA Lead Paint Certificate. The certificate of insurance requires Workman's Compensation coverage. It also must include the Coop Corporation, Refco Management Co. Inc. and the Owner(s) as additional insured.
2. The plumber, also as per the above. The scope of work must be specific.
3. The electrician, as per the above. The scope of work must be specific.
4. We need a complete detail of the scope of work being performed.
5. All outside sub-contractors, must comply with #1
6. **Trash.** They must state that this shall be removed from the property. No Construction debris can be left at the building. No rubbish can be stored in the basement at anytime. **FAILURE TO DO SO WILL RESULT IN HOUSE RULES VIOLATION.**
7. Hallways must have proper paper installed on floors up to the unit and removed at the end of each day. The halls must be vacuumed and cleaned every day when they are finished. Plastic barrier must be put on the front of the apartment door and removed at the end of each day.
8. Alteration agreement & House rules must be signed by all parties and a Check in the amount of \$350.00 payable to Refco Management Co. Inc. The application must be submitted once will not except if not complete.
9. Certificate of Insurance for the unit owner.
10. All deliveries must be scheduled with our office. And all delivery companies must provide a Certificate of Insurance as stated above.

Please do not hesitate to contact me if you have any questions.

Sincerely

Evelyn A. DeGuzman
Managing Agent