

## **APARTMENT IMPROVEMENT/RENOVATION GUIDELINES**

Tenant Cooperators who wish to renovate or make improvements to their apartments must provide the Management Office with the following information:

- 1) Plans and specifications of area to be renovated. These plans must be approved in writing by the Management Office prior to implementation.
- 2) Contractor's Licenses for General Contractors, Plumbers and Electricians. Etc.
- 3) General Contractor's must have included, but not limited to, The New York City Department of Consumer Affairs License for Home Improvement Contractors.
- 4) Contractor's Certificate of Insurance as follows:

Certificate of Insurance listing Morningside Heights Housing Corporation as Additional Insured and Certificate Holders. Description of work and location.

Certificate of Insurance listing tenant as Additional Insured and Certificate Holder. Description of work and location.

Insurance must include General Liability of a minimum of \$1,000,000.

Workman's Compensation Insurance, if provided by State Insurance Fund, must name Morningside Heights Housing Corp. as certificate holder.

- 5) You must obtain an Agreement with the Contractor to remove all materials, appliances, etc. from the job site. He must show that the materials are disposed in an appropriate manner.
- 6) An Alteration Agreement (see attached) must be executed with the cooperative.
- 7) Upon completion of the work, copies of your canceled check(s) (Both Sides) or paid bills indicating the amount of payment must be submitted to the Management Office.

**PLEASE NOTE: ALL WORK MUST BE APPROVED IN WRITING BY  
THE MANAGEMENT OFFICE BEFORE ANY WORK CAN BE  
INITIATED.**

**HOURS FOR WORK ARE FROM MONDAY THROUGH FRIDAY FROM  
9:00 A.M. TO 5:00 P.M.**