

Morningside Heights Housing Corporation

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Guidelines for Apartment Painting

If you are going to pay a painter or other person to paint or perform related work in your apartment or any portion of it, then the following guidelines apply and must be followed by you:

1. Because of the new New York City “lead paint law” (Local Law 38), no painting may proceed in an apartment where a painter or other person is paid to perform the work or any portion of it, until the Shareholder or Shareholders have filled out and signed MHHC’s Form No. 1: Apartment Painting Application (“Application”) as attached hereto, and have obtained from the Management Office, signed and submitted with the required back-up documents, two duplicate originals of the Corporation’s Apartment Painting Agreement (“Agreement”), which has been made Addendum E to the House Rules. The Corporation must consent to your Agreement. Consent will be indicated by the signature of MHHC’s designated representative on both duplicate originals, one of which will be given to you.
2. Please review the Application and Agreement with your prospective painters before signing a contract with them. Your painters must be aware of and agree to the conditions of the Application and Agreement, including compliance with lead paint requirements which are set forth in Paragraph 2 of the Agreement and insurance coverage as specified in Paragraph 4(a) of the Agreement. Your painters must sign a letter in exactly the form of Exhibit A to the Agreement, which letter must be attached when you submit the Agreement to the Management Office. If you have any questions regarding the lead paint requirements, please direct them to your painters. (The Painting/Plastering Department of the Corporation is not responsible for advising Shareholders in this regard.)
3. After you have signed the Application and the Apartment Painting Agreement and have provided them to the Management Office together with required certificates of insurance and the signed letter from your painters in the form of Exhibit A to the Agreement, a representative of the Corporation will signify the Corporation’s consent (provided everything is in order concerning your request and the prospective work) by executing the Agreement. You may then sign your painters’ contract and schedule your painters to begin your work.

B. If you are going to paint and perform all related work in your apartment by yourself and will not pay a painter or anyone else to perform any part of the work, then the following guidelines apply and must be followed by you:

1. No painting may proceed in an apartment until the Shareholder or Shareholders have filled out and signed MHHC's Form No. 2: Apartment Painting Certification ("Certification") as attached hereto, which contains the Shareholders' sworn statement that no painter or other person will be paid to perform any work in the apartment.
2. After you have signed the Certification and have submitted it to the Management Office, a representative of the Corporation will signify the Corporation's consent (provided everything is in order concerning your request and the prospective work) by countersigning the Certification. You may then begin your work.