



Date: _____ Unit: _____

Name : _____

UNIT OWNER/RESIDENT (S) SHALL NOTIFY THE MANAGEMENT OFFICE OF ANY WORK TO BE PERFORMED IN THEIR APARTMENT TWO (2) WEEKS PRIOR TO COMMENCEMENT OF WORK.

ALL WORK MUST BE APPROVED BY THE BUILDING PROPERTY MANAGER.

THE FOLLOWING PAPER WORK MUST BE COMPLETED PRIOR TO THE APPROVAL:

1. A COPY OF THE CONTRACT AND/OR WRITTEN DESCRIPTION OF ALL WORK TO BE PERFORMED.
2. NAME OF CONTRACTOR (S) INVOLVED, COPY OF THEIR LICENSE AND INSURANCE COVERAGE (LIABILITY AND WORKMEN’S COMPENSATION).
3. FOR MAJOR REMODELING WORK, A 10% DEPOSIT OF THE ENTIRE CONTRACT MUST BE SUBMITTED TO THE MANAGEMENT OFFICE (LABOR, MATERIALS,ETC).
4. ALL CONTRACTORS MUST SIGN AND NOTARIZE A “REMODELING OF APARTMENT “ CONTRACTORS FORM. WE HAVE NOTARY SERVICE ON SITE.
5. IF ELECTRICAL AND/OR PLUMBING WORK INVOLVING ARCHITECTURAL CHANGES IS TO BE PERFORMED, THEN DRAWINGS MUST BE SUBMITTED.

COMMENTS (IF ANY):

GENERAL MANAGER

DATE

REMODELING OF APARTMENT

1. UNIT OWNERS SHALL NOT REMODEL ANY PORTION OF THEIR CONDOMINIUM UNIT WITHOUT PRIOR APPROVAL OF PLANS BY THE ASSOCIATION.
2. ALL PLANS, INCLUDING PLUMBING AND ELECTRICAL MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE FOR APPROVAL.
3. UNIT OWNER MUST SUBMIT ALL PLANS FOR HARDWOOD FLOOR COVERING TO THE ASSOCIATION MANAGEMENT FOR REVIEW AN APPROVAL. A SOUNDPROOFING WITH A SOUND TRANSMISSION CLASS OF 55 OR GREATER IS REQUIRED BETWEEN THE SLAB AND THE FLOOR COVERING.
4. UNIT OWNERS OR THEIR AGENTS MUST REGISTER ALL CONTRACTORS AT THE ASSOCIATION. ALL CONTRACTORS MUST BE FULLY LICENSED AND INSURED. ALL WORK MUST BE PERFORMED IN ACCORDANCE WITH THE CITY OF HOLLYWOOD CODES.
5. CONTRACTORS MUST USE THE SERVICE ELEVATOR AND REAR SERVICE LOBBY FOR INGRESS FROM THE CONDOMINIUM UNIT.
6. UNIT OWNERS OR THEIR AGENTS SHALL ENSURE THAT NO DAMAGE OCCUR TO THE SERVICE ELEVATOR, THE CORRIDOR FLOOR COVERING, WALL COVERING, CEILING, PAINTS, AND ANY OTHER PORTION OF THE CONDOMINIUM UNIT. **A DAMAGE DEPOSIT OF 10% OF THE REMODELING COST IS REQUIRED FROM THE UNIT OWNER PRIOR TO THE COMMENCEMENT OF THE REMODELING AND WILL BE REFUNDED SHOULD NO DAMAGES OCCUR AS A RESULT OF THE REMODELING.** SHOULD DAMAGES OCCUR AND THE COST OF SUCH DAMAGE EXCEED THE 10 % DEPOSIT AMOUNT, THE UNIT OWNER SHALL BE RESPONSIBLE FOR THIS ADDITIONAL COST.
7. UNIT OWNERS OR THEIR AGENTS SHALL ENSURE THAT ALL CONSTRUCTION DEBRIS AND BUILDING MATERIALS ARE REMOVED FROM THE BUILDING AND PROPERTY. NO CONSTRUCTION DEBRIS IS ALLOWED TO BE PLACED IN THE TRASH CHUTES OR DUMPSTERS. USE

OF THE SERVICE ELEVATOR FOR THIS PURPOSE MUST BE SCHEDULED WITH THE ASSOCIATION MANAGEMENT OFFICE.



8. UNIT OWNERS SHALL NOT OPEN OR ALLOW TO BE OPENED A HOLE IN OR REMOVE ANY PORTIONS OF A BEARING WALL.
9. AT NO TIME WILL CONTRACTORS BE ALLOWED TO OPEN ANY HOLES IN COMMON ELEMENT WALLS.
10. CONTRACTORS MAY WORK INSIDE CONDOMINIUM UNITS MONDAY THROUGH FRIDAY FROM 8:00AM TO 5:00PM. CONTRACTORS ARE NOT ALLOWED TO WORK ON SATURDAYS, SUNDAYS, OR HOLIDAYS.
11. ALL CONTRACTORS WILL BE REQUIRED TO READ AND SIGN A FORM ACKNOWLEDGING THEIR UNDERSTANDING OF THE ABOVE NOTED REQUIREMENTS, PRIOR TO BEGINNING WORK.

I, _____ OF UNIT _____
WILL HEREBY COMPLY WITH THE ABOVE

SIGNATURE

SWORN TO ME BEFORE THIS DAY _____ OF _____, 200_____

NOTARY PUBLIC

MY COMISSION EXPIRES:

