

**ROCKY HILL TENANTS CORP.
APARTMENT ALTERATION AGREEMENT**

Approval of the management Office and the Board of Directors is needed before any alteration or renovation can be made in an apartment including but not limited to removal of walls, installation or removal of any pipes, wires, fixtures and cabinets. Shareholders planning a renovation must submit a written request to the Managing Agent.

The following are the details of Rocky Hill Tenants Corp's Alteration Agreement:

1. All work will be done in a skillful workmanlike manner and must comply with all rules and regulations of governmental authorities and agencies having jurisdiction. A licensed contractor must do all plumbing and electrical work. Your licensed professional architect or engineer will be required to obtain any permit or license that shall be necessary in connection with such work.

The alteration project in an apartment shall be in full accordance with applicable rules and regulations of Rocky Hill Tenants Corp.

All necessary plans and specifications and a construction schedule will be submitted to the management office thirty (30) days prior to construction. The construction documents will clearly show the scope and details of the construction/alteration work. The Corporation requires copies of all licenses required, including home improvement, electrical and plumbing. A \$1,500 refundable deposit is also required upon submitting the above paper work. No contractor/workman will be allowed in the building without prior written approval of construction documents and schedule.

- A. Water and electrical shut downs must be scheduled with the Superintendent. There will be a fee payable to Rocky Hill Tenants Corp. for overtime services of building personnel in connection with utility shutdowns and start-ups.

Any additions, improvements, appliances or fixtures, including but not limited to lighting fixtures, refrigerators, air conditioners, dishwashers, ranges, wall paneling, special doors or decorations, special cabinet work, or other built-in ornamental items, which can be removed without structural alterations or permanent damage to the apartment, then the title shall remain in the name of the shareholder and the shareholder shall have the right to remove or transfer same at the shareholder's own expense, provided that the shareholder at the time of such removal shall not be in default in the payment of rent or in the performance or observance of any other covenants of the Proprietary Lease and maintenance, and that the shareholder shall, at the shareholder's own expense, prior to the termination of this occupancy, repair all damage to the apartment which had been caused by either the installation or removal of any such additions, improvements, appliances or fixtures.

2. Before starting any work, the shareholder will furnish to the Corporation, Certificates of Insurance for Comprehensive Liability, Bodily Injury and Property Damage in the amount \$1,000,000 Combined Single Limit, including Completed Operations Coverage and Workers Compensation which will be maintained at all times, by you, as long as your contractors are engaged in the performance of their work. The Completed Operations Coverage will be maintained for one year after the work is completed. The liability insurance policies must designate the Corporation and the Managing Agent as additional named insured.
3. The shareholder will indemnify and hold harmless the Corporation and its stockholders and the Management Company from any liability of damages to any personal property to any part of the building structure, it's utilities equipment or furnishings, which may arise from said work.
4. Rocky Hill Tenants Corp. reserves the right to refer the shareholder's plans for review to a consultant or professional engineer selected by the Corporation and at the expense of the shareholder. The shareholder agrees to comply with all changes, and/or requirements, recommended by the Corporation's consultant or engineer.
5. The shareholder agrees to complete the work, as outlined in the letter of request and plans submitted, within the time limits specified in the letter of request.
6. The shareholder will be liable for the full payment of the cost of all the work done in the apartment and for all materials furnished. The shareholder will pay for all work and materials when due. In the case that a notice of mechanic's lien is filed, you will be responsible to discharge the lien. Additionally, you will indemnify and hold the Corporation and/or Board of Directors harmless of any claims or demands in connection with any such claim or in the removal of any mechanics liens, which may be filed in respect to said work and which you have failed to have discharged within ten (10) days after notice is received from the Corporation.
7. Except as described, you will not have the right to make any structural changes in and to the apartment.
8. For any work done on the plumbing, heating systems or electrical systems of the building, which causes damage or mandates repairs to said systems, the shareholder will be responsible for the costs to repair said systems.
9. You and/or your contractor will be responsible for the protection of all common areas leading from your apartment. Protective coverings is required, to walls and floors, are to be provided and removed at the end of each workday. You and/or your contractor will be responsible for the removal of debris and rubbish left from the alteration on a daily basis, at your own expense. If you fail to remove debris or rubbish immediately upon demand, the Corporation shall have the right to do so and charge the entire expense to you.

10. Under no circumstances will said work interfere with the normal operations of the building and your contractor will follow the instructions of the Superintendent.
11. The following statement must appear in your contract for the alteration: “The contractor will be responsible for performing a post-renovation cleaning that includes dust wiping the hallway threshold and all immediate adjacent areas, and, HEPA-vacuuming the hallway(s) and elevator(s) used during renovation.”
12. A copy of the contractor’s EPA issued Lead Paint Renovators License (mandatory requirement) must be submitted. Failure to do so will result in denial of this application.

Resident (Print Name)

Address and Apt. No.

Resident (Print Name)

Address and Apt. No.