

**ALTERATION AGREEMENT**

**447 Fort Washington Avenue**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_  
By and between \_\_\_\_\_ (hereinafter referred to collectively  
as “Shareholder”), having an address at \_\_\_\_\_  
\_\_\_\_\_ and the \_\_\_\_\_  
CO-OPERATIVE (hereinafter referred to as the “Co-op”), having an address at  
447 Fort Washington Avenue, New York, NY.

Based on the terms of Section 21, paragraph (a) of the proprietary lease, I hereby  
request permission to make the alteration, additions and/or improvements (hereinafter  
collectively referred to as the “Work”) to the subject apartment, as such work is set forth  
in the plans and specification dated \_\_\_\_\_,  
And prepared by \_\_\_\_\_.  
They are annexed hereto. If you grant me permission to do the Work, the Work shall be  
performed in the time period and by the contractors and subcontractors set forth in the  
schedule annexed hereto.

WHEREAS, Shareholder shall reimburse the Co-op on its demand for all fees,  
costs, and expenses incurred by the Co-op in connection with the Work, including,  
without limitation:

Building\_\_\_\_\_

Apartment\_\_\_\_\_

Date\_\_\_\_\_

To Whom It May Concern:

Pursuant to your request to apply for permission to alter or renovate your apartment, please furnish one original and 6 collated copies (7 sets) of the following information to us:

- Signed alteration agreement.
- Short form for cosmetic work: varnishing floors, re-facing cabinets etc.
- Long Form for more extensive alterations.
- Copies of all licenses of all contractors, plumbers, electricians, etc.
- Certificates of workers compensation, disability and liability insurance from the contractors naming the Cooperative Corporation, and ARGO Management Corp., as the additional insured.
- Copy of plans, contract, or description of work.

As a reminder:

**Major Projects** include any type of structural renovation, removal or relocating of plumbing fixtures, removal and or installation of walls, electrical upgrading, etc. All of these items require Board approval and the completion of an alteration package (The Long Form).

**Cosmetic Items** include plastering, painting, and floor sanding, carpet and appliance replacement. Shareholders performing cosmetic work should use the short form. The need for contractor's insurance and fees are the same for both cosmetic work and major projects. You should not begin work in your apartment until you receive a fully executed alteration agreement and a letter of approval. If extensive structural work is to be performed, the Board of Directors reserves the right to submit plans to the building's engineer for review. Subsequent recommendations from the engineer will be forwarded to you, the Board and management. All of these costs are the responsibility of the Unit Owner and these charges will be billed directly to you by the Engineering firm. **The building needs at least 24 hours notice before any work is started.** If you have any questions, please don't hesitate to contact me.

Very truly yours,

Hedda Lennon  
Property Manager

cc: Board of Directors  
Superintendent