

Alteration Agreement Document Check Off List

Property	
Apt	
Date Submitted	
Shareholder	

Item	Y	N	Not Applicable	Comments
Signed Alteration Agreement				
Scope of work				
Plans, permits, gov't approval				
Copy of agreement between contractor and shareholder				
Contractor waiver of liens				
engineer statement				
all contractor license, plumbing licenses, electric, etc...				
Certificate of Insurance				
Refundable security deposit (\$500)				
Processing fee (\$100)				
4 copies of alteration package submitted				

INSURANCE CERTIFICATE REQUIREMENTS

CERTIFICATE HOLDER:

MAXX PROPERTIES

600 Mamaroneck Avenue

Harrison, NY 10528

In the box labeled "Description of Operations/Locations..."

Please state the following information:

1. Work to be performed at 35-36 76th Street Jackson Heights, NY 11372
2. Additionally insured are 35-36 76th Street Owners Corp., 35-36 76th Street Jackson Heights, NY 11372, MAXX Properties 600 Mamaroneck Avenue Harrison, NY 10528 and (name of shareholder) 35-36 76th Street (Apt#), Jackson Heights, NY 11372