

**336 Tenants Corp.**

**Alteration Summary Process & Requirements**

2017

**336 Tenants Corp. adheres to strict policies regarding renovation work. These policies and protocols are for the benefit of ALL shareholders and are summarized herein for clarity. All shareholders and their representatives must read the Alteration Agreement as this summary is a convenience, not a substitute for the details in the Alteration Agreement. The objectives of 336 Tenants Corp. are to protect the infrastructure of the building, ensure the safety of the shareholders and employees, comply with NYC building codes and requirements, and minimize the risk of damage to the applicant's unit and that of any other adjacent unit.**



	TYPE I	TYPE II	TYPE III
<b>Description:</b>	Cosmetic Renovation/Decoration	Basic Alteration Work	Significant Alteration/Renovation Work
<b>Examples:</b>	Carpeting, wallpapering, painting, refinishing existing floors (sand/stain), re-grouting bathroom tiles, replace/hook-up a single, major appliance in existing location, replace/hook-up lighting in existing location, installation of window-unit air conditioner.	Full replacement of two or more plumbing fixtures (lavatory, bathtub, stall shower construction or shower area retiling) in their existing location with similar size/style fixtures; installation/replacement of kitchen cabinets/counters, without changing existing layout; installation of new appliances and/or fixtures with minor electrical work and/or changing of non-structural walls, through-the-wall air conditioner(s), audio/visual systems (acoustics)	Anything beyond Type II. For the sake of clarity, central air conditioning system(s) require a Type III renovation process.
<b>Application Requirements:</b>	<ol style="list-style-type: none"> <li>1) Written Scope of Work</li> <li>2) Copy of Active License for plumber and/or electrician (in such plumber's or electrician's name) - if and as applicable to the project</li> <li>3) If painting, a lead safe certificate for contractor/painter</li> <li>4) Simple job schedule/timeline</li> <li>5) Insurance Certificates as described below</li> <li>6) Signed Alteration Agreement</li> <li>7) Fees and Security Deposit as cited below</li> </ol>	<ol style="list-style-type: none"> <li>1) Written Scope of Work</li> <li>2) Professional/Certified Architect's and/or Contractor Drawings (including any specialty engineering reports if and as needed (such as acoustical for audio/visual, air conditioning review with electrical load, mechanical engineer for radiator replacement ...))</li> <li>3) Copy of Active License for any and all contractor/sub-contractors (in such party(ies) name.</li> <li>4) If painting, a lead safe certificate for contractor/painter</li> <li>5) Job schedule/timeline <u>by trade</u></li> <li>6) Insurance Certificates as described below</li> <li>7) Signed Alteration Agreement</li> <li>8) Fees and Security Deposit as cited below</li> </ol>	<ol style="list-style-type: none"> <li>1) Written Scope of Work</li> <li>2) Professional/Certified Architect's and/or Contractor Drawings (including any specialty engineering reports if and as needed (such as acoustical for audio/visual, air conditioning review with electrical load, mechanical engineer for radiator replacement...))</li> <li>3) Copy of Active License for any and all contractor/sub-contractors (in such party(ies) name.</li> <li>4) A lead safe certificate for contractor/painter</li> <li>5) Job schedule/timeline - Long Form Chart</li> <li>6) Insurance Certificates as described below</li> <li>7) Signed Alteration Agreement</li> <li>8) Fees and Security Deposit as cited below</li> </ol>
<b>Application Fee:</b>	\$100	\$100	\$100
<b>Payable to:</b>	Orsid Realty Corp.	Orsid Realty Corp.	Orsid Realty Corp.
<b>Refundable:</b>	No	No	No
<b>Security Deposit:</b>	\$2,500	\$5,000	\$10,000
<b>Payable to:</b>	336 Tenants Corp.	336 Tenants Corp.	336 Tenants Corp.
<b>Refundable:</b>	Yes, subject to no damage requiring repair from the building <u>and</u> proper completion of close-out procedures (see below)	Yes, subject to no damage requiring repair from the building <u>and</u> proper completion of close-out procedures (see below)	Yes, subject to no damage requiring repair from the building <u>and</u> proper completion of close-out procedures (see below)
<b>Building's Engineer/Architect and other professional services:</b>	N/A	Shareholder is responsible for fees incurred by 336 Tenant Corp.'s (reviewing architect and any required specialty engineers, legal counsel or other professional services used in the evaluation, consent and monitoring / inspection of the Type II scope/plans). Fees will be billed on a project basis to the shareholder through the monthly billing statement. Shareholder is <u>also</u> responsible for providing specialty reports from engineers for acoustics, air conditioning, electrical load, etc... if and as necessary.	Shareholder is responsible for fees incurred by 336 Tenant Corp.'s reviewing architect and any required specialty engineers, legal counsel or other professional services used in the evaluation, consent and monitoring / inspection of the Type III plans. Fees will be billed on a project basis to the shareholder through the monthly billing statement. Shareholder is also responsible for providing specialty reports from engineers for acoustics, air conditioning, electrical load, etc... if and as necessary.
<b>Insurance Certificates:</b>	<p>For any/all sub-contractors / trade workers:</p> <p>(A) Certificate of Liability Insurance (current and in-effect)</p> <p>Minimum of \$1,000,000 in coverage</p> <p><u>Named Additional Insured's:</u></p> <p>- Shareholder/Unit Owner Name(s) &amp; Apartment #</p> <p>c/o 336 Tenants Corp, 336 Central Park West, NY, NY 10025</p> <p>- Orsid Realty Corp.</p> <p><u>Certificate Holder:</u></p> <p>336 Tenants Corp.</p> <p>c/o Orsid Realty Corp., 1740 Broadway, 2nd Floor, NY, NY 10019</p> <p>(B) NYSIF Certificate of Workers' Compensation Insurance</p> <p>- Policy holder to be listed as the party doing the work.</p>	<p>For any/all contractor / sub-contractors / trade workers:</p> <p>(A) Certificate of Liability Insurance (current and in-effect)</p> <p>Minimum of \$3,000,000 in coverage</p> <p><u>Named Additional Insured's:</u></p> <p>- Shareholder/Unit Owner Name(s) &amp; Apartment #</p> <p>c/o 336 Tenants Corp, 336 Central Park West, NY, NY 10025</p> <p>- Orsid Realty Corp.</p> <p><u>Certificate Holder:</u></p> <p>336 Tenants Corp.</p> <p>c/o Orsid Realty Corp., 1740 Broadway, 2nd Floor, NY, NY 10019</p> <p>(B) NYSIF Certificate of Workers' Compensation Insurance</p> <p>- Policy holder to be listed as the party doing the work.</p>	<p>For any/all contractors / sub-contractors / trade workers:</p> <p>(A) Certificate of Liability Insurance (current and in-effect)</p> <p>Minimum of \$3,000,000 in coverage</p> <p><u>Named Additional Insured's:</u></p> <p>- Shareholder/Unit Owner Name(s) &amp; Apartment #</p> <p>c/o 336 Tenants Corp, 336 Central Park West, NY, NY 10025</p> <p>- Orsid Realty Corp.</p> <p><u>Certificate Holder:</u></p> <p>336 Tenants Corp.</p> <p>c/o Orsid Realty Corp., 1740 Broadway, 2nd Floor, NY, NY 10019</p> <p>(B) NYSIF Certificate of Workers' Compensation Insurance</p> <p>- Policy holder to be listed as the party doing the work.</p>

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	TYPE I	TYPE II	TYPE III
<b>Letters to Neighbors:</b>			
<i>From Shareholder:</i>	A courtesy, written letter explaining the work and timing is to be provided to the shareholder's neighbors on the same floor where the work is being completed.	A courtesy, written letter explaining the work and timing is to be provided to the shareholder's neighbors on the same floor and those both directly above and below the unit where the work is being completed.	A courtesy, written letter explaining the work and timing is to be provided to the shareholder's neighbors on the same floor and those both directly above and below the unit where the work is being completed.
<i>From Contractor:</i>		Contractor should request access from Superintendent to be escorted into neighbors' apartments to take photographs in case of claims. All photos must be stored by contractor.	Contractor should request access from Superintendent to be escorted into neighbors' apartments to take photographs in case of claims. All photos must be stored by contractor.
<b><u>Summary Process/Timing:</u></b>			
<i>Shareholder:</i>	Submit application, checks and insurance certificates to Orsid Realty		
<i>Managing Agent:</i>	Orsid typically reviews package within 1-2 business days. If no outstanding issues, Orsid approves and notifies superintendent and shareholder within 3-4 business days. Work may commence upon formal notification from Orsid. <i>If there are issues, Orsid replies to shareholder with request for additional information. Repeat process &amp; timing above.</i>		
<i>Shareholder / Contractor:</i>	Upon approval, trade work team leader should review the job schedule, in-person or by phone (not electronically), the project and timing directly with the superintendent and schedule the service elevator if/as necessary.	Upon approval, contractor should review the job schedule, in-person or by phone (not electronically), the project and timing directly with the superintendent and schedule the service elevator if/as necessary.	Upon approval, contractor should review the job schedule, in-person (not electronically), the project and timing directly with the superintendent and schedule the service elevator if/as necessary.
<i>Contractor:</i>		Department of Buildings (DOB) permit and/or a plumbing and electrical permit <u>may</u> be required and if so, displayed clearly.	Contractor will display clearly ALL required permits.
<b><u>Close-Out Procedures:</u></b>	Security Deposit Refund is Subject to the Completion of: - Contractor or trade worker must submit to Orsid copies of all permits as "closed-out". - Final walkthrough of superintendent in public space to verify and assess if there is any damage	Security Deposit Refund is Subject to the Completion of: - Architect and/or Contractor must submit to Orsid copies of all permits as "closed-out". - Final revision to plan layouts must be submitted as "As Built". - Final walkthrough of superintendent in public space to verify and assess if there is any damage	Security Deposit Refund is Subject to the Completion of: - Architect and/or Contractor must submit to Orsid copies of all permits as "closed-out". - Final revision to plan layouts must be submitted as "As Built". - Final walkthrough of superintendent in public space to verify and assess if there is any damage
<b>CONTACT:</b>	<b>ALL ALTERATION AGREEMENTS AND PROCESSES ARE MANAGED BY ORSID REALTY CORP. Contact: Andrea Doyle, Alterations Coordinator, (212) 484-3733, adoye@orsidr.com</b>		

## 336 Tenants Corp.

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## TYPE II Renovation - APPENDIX A

- 1) **Shareholder:** Submit signed application, checks, insurance certificates, contractor/sub-contractor licensee(s), lead certificates (if painting), job schedule by trade, and any plans / engineering reports to Orsid Realty
- 2) **Managing Agent:** Orsid typically reviews package within 1-2 business days to ensure completeness.
  - (a) No Outstanding Issues  
Within 3-4 business days, Orsid approves and proceeds to Step (3) : submits package and drawings to 336 Tenant's Corp. Reviewing Architect (RA)  
*336 Tenants Corp. requires the RA to review the Type II proposed changes due to strict code and/or permit requirements. Examples may include: waterproofing/code issues, building permits if more than 40 sq.ft. of wall is removed/built, lighting and/or appliance compliance with energy codes, wall tile removal and requirement to replace branch plumbing for any original piping (circa 1929), plumbing permits are required if more than two plumbing fixtures are replaced, etc....*
  - (b) Issues with Application  
Within 3-4 business days, Orsid notifies shareholder of any issues  
Shareholder to rectify issues and re-submit application (repeat Step 2).
- 3) **336 Tenant Corp's Reviewing Architect (RA)** Within 10-14 business days, the Reviewing Architect (RA) examines the application and any plans/engineering reports. RA submits initial review and clarifying questions to Orsid for examination. Subject to complexity of project this process could require additional round(s) between RA and Orsid.
  - (a) If no questions/follow-up required from Orsid...  
Within 3-4 business days of receiving the RA's report, the RA's review and letter is sent by Orsid to the Shareholder's contractor and/or architect (SA): proceed to Step 4.
  - (b) If there are questions, 1 or more iterations may be required between RA and Orsid  
Each round could take between 10-15 business days.  
Sometimes an on-site visit with the RA and Orsid may be required.  
Upon satisfaction all questions are answered, the RA's initial review and letter is sent by Orsid to the Contractor and/or Shareholder's Architect (SA): proceed to Step 4.  
*The elapsed time in this phase is dependent on the complexity of the project, completeness and accuracy of the Contractor/SA's plans and number of clarifying iterations required.*
- 4) **Shareholder's Architect (SA) and/or Contractor** Upon receiving the RA's review and letter, the Contractor/SA must answer the questions, adjust the plans if/as necessary with the Shareholders.  
Contractor/SA controls the schedule and timing for this portion of the project, inclusive of obtaining any required specialty engineering assessments / reports.  
Follow-up questions from the Contractor/SA to Orsid and/or RA must be facilitated directly and as collective schedules permit.  
An on-site visit with the RA, SA, Contractor, Orsid and/or shareholder may be required to clarify issues and pose potential methods of resolution.  
Contractor/SA submits a revised plan to Orsid meeting the RA's requirements and letter answering in detail the questions posed by the RA.  
Repeat Step 3 if and as necessary: The elapsed time is dependent on the complexity of the project, completeness and accuracy of the plans and number of clarifying iterations required.
- 5) **336 Tenant Corp's Reviewing Architect (RA)** Once the final review and sign-off has been issued by the RA to Orsid.  
Within 1-2 business days Orsid notifies the Contractor/SA they may proceed and apply (if necessary) for permits and schedule construction.  
All schedules must be communicated in-person and approved by the Superintendent before any work can commence.  
Copies of all any/all permits must be submitted to Orsid with a copy to the superintendent. Permits must be displayed clearly.

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## TYPE III Renovation - APPENDIX B

- 1) **Shareholder:** Submit signed application, checks, insurance certificates, contractor licenses, lead paint certificates, long form job schedule , and any plans / engineering reports to Orsid Realty
- 2) **Managing Agent:** Orsid typically reviews package within 1-2 business days to ensure completeness.
  - (a) No Outstanding Issues  
Within 3-4 business days, Orsid approves and proceeds to Step (3) : submits package and drawings to 336 Tenant's Corp. Reviewing Architect (RA)
  - (b) Issues with Application  
Within 3-4 business days, Orsid notifies shareholder of any issues  
Shareholder to rectify issues and re-submit application (repeat Step 2).
- 3) **336 Tenant Corp's Reviewing Architect (RA)** Within 10-14 business days, the Reviewing Architect (RA) examines plans and engineering reports. RA submits initial review and clarifying questions to Orsid for examination. Subject to complexity of project this process may require multiple rounds between RA and Orsid.
  - (a) If no questions/follow-up required from Orsid...  
Within 3-4 business days of receiving the RA's report, the RA's review and letter is sent by Orsid to the Shareholder's Architect (SA): proceed to Step 4.
  - (b) If there are questions, 1 or more iterations may be required between RA and Orsid  
Each round could take between 10-15 business days.  
Sometimes an on-site visit with the RA and Orsid may be required.  
Upon satisfaction all questions are answered, the RA's initial review and letter is sent by Orsid to the Shareholder's Architect (SA): proceed to Step 4.  
*The elapsed time in this phase is dependent on the complexity of the project, completeness and accuracy of the SA's plans and number of clarifying iterations required.*
- 4) **Shareholder's Architect (SA)** Upon receiving the RA's review and letter, the SA must answer the questions, adjust the plans if/as necessary with the Shareholders.  
SA controls the schedule and timing for this portion of the project, inclusive of obtaining any required specialty engineering assessments / reports.  
Follow-up questions from the SA to Orsid and/or RA must be facilitated directly and as schedules permit.  
An on-site visit with the RA, SA, Orsid and/or shareholder may be required to clarify issues and pose potential methods of resolution.  
SA submits a revised set of plans to Orsid meeting the RA's requirements and letter answering in detail the questions posed by the RA.  
Repeat Step 3 if and as necessary: The elapsed time is dependent on the complexity of the project, completeness and accuracy of the plans and number of clarifying iterations required.
- 5) **336 Tenant Corp's Reviewing Architect (RA)** Once the final review and sign-off has been issued by the RA, the Board of 336 Tenant's Corp will review at the next scheduled meeting of the Board.
  - (a) If no questions/follow-up required from the Board...  
Within 1-2 business days the Board notifies Orsid of approval.  
Within 1-2 business days Orsid notifies the SA they may apply for permits and schedule construction.  
All permits must be obtained and schedules must be communicated in-person and approved by the Superintendent before any work can be completed.
  - (b) If the Board has issues for clarification...  
Within 1-2 business days the Board notifies Orsid of clarifications required.  
Within 1-2 business days Orsid notifies the SA of the questions requiring answers.  
SA must reply to Orsid, who communicates with the Board and/or RA if and as necessary.  
Typically, if the Board's clarifying questions do not require formal approval at a Board meeting, a sub-committee or authorized Board member may approve the response.  
When approved, Orsid notifies the SA they may apply for permits and schedule construction.  
All permits must be obtained and schedules must be communicated in-person and approved by the Superintendent before any work can commence.  
Copies of all all permits must be submitted to Orsid with a copy to the superintendent. Permits must be displayed clearly.