85 LIVINGSTON

Minor versus Major Renovations and associated requirements and fees

A Decorative (or minor renovation) is described as such work that includes painting/plastering, sanding & refinishing hardwood floors, replacement of an appliance in the same location (note that where a gas stove is being replaced or dishwasher is being installed, a licensed plumber will be necessary), hanging shelves, installing blinds, etc. Cosmetic improvements, nothing structural being altered.

A Major Renovation is described as work that changes the form or structure of the apartment.

In this document, you will find:

- Detailed comparison of requirements for these different kinds of renovations
- A checklist to make the process a little easier
- An important note regarding the engineer fee potentially associated with major renovations.
- You can find the Decorative (Minor Renovation) Agreement here
- You can find the Major Renovation (Alteration) Agreement here

	ITEM	DECORATIVE AND MINOR RENOVATIONS	MAJOR RENOVATIONS
	Completed and Signed Agreement Form	☐	☐
Attach the following items to the completed and signed alteration agreement form:	Detailed scope of work with room-by-room description of all work.	☐	☐
	Summary of Plumbing Work Proposed– if applicable	⊘	☐
	Summary of Electrical Work Proposed– if applicable	⊘	☐
	Architectural Plan – if applicable	⊘	☐
	Copy of licenses for all contractors and sub-contractors.	☐	☐
	Proposed Start and End Dates	☐	☐
	Security Deposit	☐	☐
	Non-Refundable Fee	⊘	☐
	Certificate of Insurance for all contractors and sub-contractors	☐	☐
	Subject to Architectural Review with Cost of approx. $275/hr.*	⊘	
Certificate of Insurance from Contractors and Sub-Contractors needs to include:	Workers Comp.	☐	
	Liability Insurance	☐	
	Certificate Holder	☐	
	Additional Insured	☐	

ITEM	DECORATIVE AND MINOR RENOVATIONS	MAJOR RENOVATIONS
Attach the following items to the completed and signed alteration agreement form:		
Completed and Signed Agreement Form	✓	✓
Detailed scope of work with room-by-room description of all work.	✓	✓
Summary of Plumbing Work Proposed– if applicable	⊘	✓
Summary of Electrical Work Proposed– if applicable	⊘	✓
Architectural Plan – if applicable	⊘	✓
Copy of licenses for all contractors and sub-contractors.	✓	✓
Proposed Start and End Dates	✓	✓
Security Deposit	$1000/made out to 85 Livingston Tenants Corp.	10% of the cost of the job or $1500, whichever is greater.
Non-Refundable Fee	⊘	$750/made out to 85 Livingston Tenants Corp.
Certificate of Insurance for all contractors and sub-contractors	✓	✓
Subject to Architectural Review with cost of approx. $275/hr.*	⊘	✓

Certificate of Insurance from Contractors and Sub-Contractors needs to include:	
Workers Comp.	$1 Million - Policy Number - Exp. Date
Liability Insurance	$1 Million - Policy Number - Exp. Date
Certificate Holder	85 Livingston Tenants Corp. c/o AKAM Associates, Inc. 260 Madison Avenue, 12th FL New York, NY 10016
Additional Insured	85 Livingston Tenants Corp. – 85 Livingston St., Brooklyn, NY 11201 AKAM Associates – 260 Madison Avenue, 12th FL, NY, NY 10016

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*All alterations are subject to architectural review by the building's architect at the shareholder's cost. This review is done on an hourly basis as approximately $275 per hour. How many hours billed depends on many factors including but not limited to the scope of work, the level of detail included in the initial submission and all subsequent responses to the engineer's questions/comments. After such review the Board will review the project. No alteration may start without written approval from the Board or management.