

**ALTERATION APPLICATION
LETTER OF INTENT**

To: Lincoln Guild Housing Corp.
From: _____
Apartment: _____
Date: _____

Please be advised that pursuant to my proprietary lease, I hereby request permission to make the alterations and/or modifications described on the reverse side of this form.

The proposed alterations comprise the entire work that I wish to undertake at the current time; I understand that no additional work will be considered for approval until this alteration is completed in its entirety, including any and all inspections.

If my alterations are approved, I shall:

- (1) Notify my neighbors (above, below and on either side) of the dates of my alteration, and specify when there will be noise or odor generating work,
- (2) Instruct my contractor that they must (a) sign in and out daily with the security guard, (b) wear a name tag while in the building, (c) remove all garbage from the site immediately, or store same within my apartment, (d) use the freight (tall) elevator at all times, (e) not store items in the hallways, (f) protect the hallways with masonite and/or construction paper, (g) report any problems to the management office immediately, including any damage to the asbestos tiles, and any damage to the hallways, elevators, and/or other common areas, and (h) follow all other rules and regulations of the building,
- (3) Obtain and follow all rules and regulations of the building.

I understand that:

- (1) Based on the scope of my proposed alteration, LGHC may send me a list of required documentation and forms that I will need to submit to the office before my alteration will be considered for approval,
- (2) LGHC reserves the right to schedule inspections before, during or after the alteration,
- (3) LGHC recommends that I have adequate homeowner's insurance to protect against any problems that may arise from construction,
- (4) Alterations will be considered on an individual basis, based on both the merits of the specific request, and the existing circumstances in the building at the time. The fact that any current or previously constituted Board approved a given alteration or modification does not preclude the Board from declining to approve the same or similar alteration or modification at this time, given the existing circumstances.

Signature of Shareholder

Signature of Shareholder

Printed Name

Printed Name

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Apartment: _____

Date: _____

PROPOSED RENOVATIONS, ALTERATIONS OR MODIFICATIONS

Interior Modification (No Demolition or Construction): _____

Interior Modification (Including Demolition or Construction): _____

Plumbing (Including Installation of Appliances / Fixtures): _____

Electrical (Including Installation of Appliances / Fixtures): _____

Modification to Balcony: _____

Replacement of an Air-Conditioner: _____

OTHER INFORMATION (REQUIRED AT THIS TIME FOR CATEGORY 1, 2 and 3 ALTERATIONS)

Name and Address of Contractor(s)	Phone, Fax, and Cellular Phone Nos.	License NO (if applicable)