

HARBOUR MANSION CONDOMINIUM ASSOCIATION

675 Ocean Avenue
West End, NJ 07740
732 229-7900

CONTRACTOR POLICY

1. An owner/tenant of a unit must submit a work authorization form for approval prior to having a contractor start work in their unit. Contractors are permitted to work Monday thru Friday between the hours of 9:00 a.m. and 4:00 p.m. The unit owner must supply a Certificate of Insurance as well as a current contractor's license along with the work authorization form. The certificate holder is Harbour Mansion Condominium Association and must be delivered to the managing agent prior to the start of the work. The certificate must name Harbour Mansion as an additional insured.
2. Contractors must use the padded elevator. The other elevator must be left available for use by the other unit owners.
3. The unit owner must pay a deposit of \$250. The deposit must be made payable to Harbour Mansion Condominium Association and must be delivered to the managing agent along with the work authorization form. The \$250.00 deposit will be returned after inspection of the common and limited common areas for any damage caused by the contractor.
4. Any damages caused by the contractor will be charged to the unit owner. Therefore, the owner should inspect the contractor route prior to the beginning of any work, note any prior damages of the common elements and limited common elements, and notify the management company in writing of any prior damages of the common elements and limited common elements. Any claim for damages by the Unit Owner towards the Contractor will be the Unit Owners responsibility
5. Materials, tools and other items may not be lined-up in the common hallways or lobby. Items are not allowed to be placed against any wall surface or block any doors.
6. Contractors are required to bring all necessary tools and equipment to perform the work. No cutting of materials is allowed on the terraces or in the common areas.
7. Contractors must remove all debris from the site and are responsible to clean up after themselves. Under no circumstances will contractors be allowed to dispose of debris in the Associations dumpsters or trash chute.
8. All contractors doing electrical work must be licensed electricians. All contractors doing plumbing work must be licensed plumbers. In the event a water shut off is needed to do any plumbing work, 48 hours notice must be given to the managing agent.
9. Security Guards and Staff will direct contractors on where to park, sign in etc. Anyone who does not adhere to the rules while on site will be asked to leave immediately.

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WORK AUTHORIZATION FORM

DATE _____

UNIT # _____

UNIT OWNER NAME _____

START DATE _____

COMPLETION DATE _____

CONTRACTORS NAME _____

CONTRACTORS ADDRESS _____

CONTRACTORS PHONE NUMBER _____

DESCRIPTION OF WORK TO BE DONE

INSURANCE CERTIFICATE RECEIVED _____

CONTRACTORS LICENSE RECEIVED _____

PERMITS RECEIVED _____

DEPOSIT RECEIVED _____

NOTES _____

SIGNATURE _____

DEPOSIT RETURNED _____