



Contractor's Application Package

Requirements

1. Security Deposit Money Order of \$250
2. Construction fee Money Order of \$250/ No exemption
3. Copy of contractor license / Copy of valid Driver's License
4. Copy of General Liability Insurance in the amount of \$1 million endorsed to Ponte Verde at Palm Beach Lakes
5. Copy of Workman's Compensation insurance. Ponte Verde at Palm Beach Lakes, a condominium must be names as certified holder
6. (*If applicable*) City Permit
7. (*If applicable*) Soundproofing sample & Specs: Min 8mm
8. (*If applicable*) Water shutoff fee Money Order of \$150, along with 24 notice requirement. No water shutoff after 3pm no exemption.

Thanks, Management Office

Note: _____

PONTE VERDE AT PALM BEACH LAKES CONDOMINIUM

Owner's Information

Date: ____/____/____ **Unit Owner:** _____

Unit #: _____ **Email Address:** _____

Day Phone: (____) _____ **Evening Phone:** (____) _____

Contractor's Information

Company Name: _____

Company Owner: _____

Company Address: _____

Company Phone#: (____) _____

Company Email Address: _____

Description

Please provide detailed description and specific locations of changes you intend to accomplish in your unit.

Maintenance Supervisor _____ Date _____

Please read and initial the following contractors regulations

1. Contractors are only allowed to work **Monday through Friday 9:00 am to 5:00 pm**. Construction is prohibited on weekends and holidays. Unit owners may be fined for violation of this by law.

OWNER _____ CONTRACTOR _____

2. Contractors are strictly prohibited from throwing construction debris down the trash compactor. Damaging this common property will cause forfeiture of our security deposit.

OWNER _____ CONTRACTOR _____

3. Installation of flooring (tiles/wood) requires soundproofing with a minimum 8mm cork underlayment. Attached please find the approved soundproofing samples. The property manager or chief engineer must inspect the soundproofing prior to installation of any flooring. The Association may require you to remove your tiles if you fail to accomplish this inspection.

OWNER _____ CONTRACTOR _____

4. Without prior notice, the property manager and/or chief engineer may visit the unit to inspect construction progress. Unit owner will provide access to the unit during reasonable working hours.

OWNER _____ CONTRACTOR _____

5. Only specified dumpster is allowed for debris removal.

OWNER _____ CONTRACTOR _____

6. Contractors are responsible for ensuring that the hallways are reasonably clean at the end of the day. Your security deposit will be forfeited if you fail to do so.

OWNER _____ CONTRACTOR _____

7. In the event you are doing plumbing work, and a building water shutdown is required, the Association requires that water shut off-valves be installed in your unit. The association is charging \$150 per water shut-off event that will be deducted from your security deposit. Water shut-off is limited to two hours per event and a 24-hour notice must be given.

OWNER _____ CONTRACTOR _____

8. Plumbers must install an emergency shut-off valve and access door for the kitchen and bathrooms.

OWNER _____

CONTRACTOR _____

9. Owner is responsible for any damage contractor may cause in the common areas. Your approval is subject to these requirements and any other documents that may be requested by the Board of Directors.

OWNER _____

CONTRACTOR _____

Owner's Signature

Contractor's Signature

For Office Use Only

RECEIVED BY: _____

DATE: _____/_____/_____

DEPOSIT RECEIVED: YES NO

DUMPSTER FEE RECEIVED: YES NO

APPROVED BY: _____

DATE: _____/_____/_____