



Edgemont
CONDOMINIUM ASSOCIATION
AT TARRYTOWN

(914) 631-4400

(914) 631-4508 FAX

301 Martling Avenue

Tarrytown, NY 10591

Edgemont's policy on interior unit alterations, renovations, and repairs, requires that a letter be written to our Property Manager including the following information:

1. A detailed description of the proposed alteration/renovation/repair.
2. A drawing that shows the exact location of the alteration/renovation/repair.
3. Acknowledgment that you accept full financial responsibility for any and all future damages to either your unit or to adjacent units as a result of this alteration/renovation/repair, including responsibility for our insurance deductible (currently at \$10,000) if our insurance company has to pay for the damages.

If the Board approves your request, it is your responsibility to provide the Property Manager with the following before the work starts:

1. Name, address, and telephone number of your contractor
2. Your contractor's Westchester home-improvement license number.
3. A copy of your contractor's insurance, including Workmen Compensation.
4. A copy of the approved Building Permit, if required.

If your request is approved, you must:

1. Provide the Property Manager with the start date of your project.
2. Post a copy of the Building Permit on the outside of your unit before the work begins
3. Provide the Property Manager with a copy of all inspection approvals.
4. Provide the Property Manager with a Certificate of Occupancy when the project is completed.

Please sign the original of this letter and return it to the Property Manager. Keep a copy for your file.

If you have any questions, please call the Clubhouse Office at 631-4400.

Regards,

Jason Braun
Property Manager

Accepted: _____ Unit # _____ Date _____