

**WINFIELD MUTUAL HOUSING CORPORATION
WINFIELD PARK, NEW JERSEY**

ALTERATION : CHANGE OR IMPROVEMENT AGREEMENT

PRIOR TO COMMENCING CONSTRUCTION, THIS AGREEMENT SHALL BE SIGNED BY THE PROPERTY MANAGER OF WINFIELD MUTUAL HOUSING CORPORATION (THE "CORPORATION") AND A BUILDING PERMIT OBTAINED FROM THE TOWNSHIP BUILDING OFFICER.

MEMBER _____ ADDRESS _____

The undersigned member acknowledges and agrees to maintain the changes to the dwelling, at their expense, in strict compliance with the rules governing ALTERATIONS CHANGES OR IMPROVEMENTS TO THE DWELLING.

PRIOR TO COMMENCING ANY WORK THIS AGREEMENT SHALL BE SIGNED BY THE MANAGER.

1. **ACCESS:** In the event an alteration or change interferes with any maintenance program, the member shall either remove the obstacle to permit the work to be done or perform the necessary work at their expense within ten (10) days of notification.
2. **CALL BEFORE YOU DIG:** Before using a post-hole digger or any type of excavation tool, call 1-800-272-1000 to report the location of your alteration. You will receive a **dig number** and utility companies will mark the location of any pipes, cables or lines in the area.
3. **BUILDING PERMIT:** Renovations or changes shall conform to N.J.A.C. 5:23 Uniform Construction Code. In the event any renovation includes **plumbing, electric or structural** changes, the member must apply for a building permit from the Township Office.
4. **PLANS AND SPECIFICATIONS:** Attached plans and specifications are hereby made a part of this agreement.
5. **COMPLETION:** The work shall be completed no later than four (4) weeks after commencement of the project. The commencement must start within thirty (30) days of approval. Upon completion, member shall provide to the Property Manager written assurances that all permitting requirements under N.J.A.C. 5:23 Uniform Construction Code have been completed, or where N.J.A.C. 5:23 do not apply, acceptance by the Property Manager or his representative shall be required.
6. **INDEMNITY:** The undersigned member agrees to adequately insure the alterations, changes or improvement at their own expense against loss, and to indemnify, defend and save the corporation harmless from any and all liability, loss or damage the corporation may suffer as a result of any claims arising out or in any way connected with the construction or use of the alteration, change or improvement.
7. **COMPLIANCE:** In the event the member fails to comply with any of the foregoing provisions, within ten (10) days of being notified, the **UNIFORM PENALTY FOR NON-COMPLIANCE** will be assessed.
8. **WORK COMPLETION:** All work must be completed in a workmanlike manner that is satisfactory to the Corporation. Thereafter, all alterations indicated above must be properly controlled and maintained by the member to the satisfaction of the Corporation. The cost of all necessary maintenance as determined by the Corporation is to be paid by the member. The member is solely responsible for the control, inspection and maintenance of all alterations. Upon termination of the member's contract all alterations must be returned to its original condition if at that time the alterations are not approved by the Corporation. If the alterations must be returned to their original condition all costs are the responsibility of the member.

APPL. DATE _____

(MEMBER)

COMPLETION DATE _____

APPROVED BY _____

MGR FOR WINFIELD MUTUAL HOUSING CORP.

INSP. DATE _____

PRESIDENT/VICE PRES. BOARD OF TRUSTEES

INSPECTED BY _____

BOARD MEMBER