

WARNING

HOMEOWNERS FACE PENALTIES FOR HIRING UNLICENSED CONTRACTORS

According to Florida Law, consumers who hire unlicensed contractors could face a fine of up to \$5,000.00. Chapter 445.228 of the Florida Statutes allows the Florida Department of Professional Regulation (DPR) to request the Circuit Court to impose a civil penalty of \$500.00 to \$5,000.00 on individuals who aid and abet unlicensed contractors. You may also be liable for court costs. Aiding and abetting is defined by the Statue as anyone who employs and unlicensed contractor or company.

Consumers who hire such a contractor face not only victimization of shoddy workmanship, no follow-up service, and inferior products; they face potential difficulties with the law.

Make sure you see a copy of their Certificate of Competency and Workers Compensation Insurance. If info cannot be furnished they are not licensed.

To check as to a contractor's license, call:

DADE COUNTY

Contractor Licensing 305-375-2527
Contractor Enforcement 305-375-2901 Ext. #7

BROWARD COUNTY

Contractor Licensing 954-765-4400 Ext. #2
Building and Permitting 954-765-4400 Ext. #8

PALM BEACH COUNTY

Contractor Licensing 561-233-5525

Plaza East
4300 NORTH OCEAN BOULEVARD
FORT LAUDERDALE, FLORIDA 33308
OFFICE (954) 563-5616 FAX (954) 563-0592

REQUEST FOR ALTERATIONS IN APARTMENT

UNIT# _____ NAME _____ PHONE# _____

BREIF DESCRIPTION OF ALTERATION:

CONTRACTOR(S): _____
SCHEDULED DATE: _____

BUILDING PERMITS REQUIRED: YES _____ NO _____
Permits are required for all electrical, plumbing, A/C, etc.
Contractor must provide a copy of permit to the Manager.

PROOF OF LIABILITY INSURANCE IS REQUIRED FROM ALL CONTRACTORS.
Certificate must be presented to the Office before work commences.

SIGNATURE OF OWNER _____ **DATE:** _____

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IMPORTANT- PLEASE READ!

This form must be submitted for any alteration that could affect other apartments or common areas. This includes but is not limited to hardwood & tile flooring, plumbing, electrical, air conditioning, wall removals or additions such as kitchen cabinet replacement, bathroom fixtures, etc. A refundable deposit of \$500.00 is required to cover any damage or mis-use of the common areas. All request forms **REQUIRE** two signatures for approval, the initial approval by the property manager and the final approval by a Board member before the scheduled start date.

1ST APPROVAL: _____ **DATE:** _____
(MANAGER'S SIGNATURE)

2ND APPROVAL: _____ **DATE:** _____
(BOARD MEMBER APPROVAL)

PLAZA EAST CONDOMINIUM

NOTICE: to all Contractors, Service People, Delivery Persons, Movers and Decorators

At the end of your workday, you are responsible for clean-up in, and also any damages to, any common areas you have used to access any unit in the course of your work at Plaza East Condominium. This includes hallways, foyers, stairwells, elevators, lobbies and parking areas.

You may not use Plaza East Condominium trash receptacles to dispose of any construction materials, debris or discards, and you may not use any Plaza East condominium baggage carts to transport any tools or materials.

Whenever necessary, you must broom sweep or vacuum the common areas of Plaza East Condominium property through which you have passed so that Residents, guests and employees will not be tracking dirt, dust and debris throughout the property.

Issued ID tags must be returned to Lobby #2 and you must vacate the building and off Plaza East Condominium premises by no later than 4:00 P.M.

**Plaza East Condominium
Board of Directors**

PLEASE PRINT: **Date:** _____ **UNIT #:** _____

Company/Name: _____

Telephone # _____ **DL #** _____

Signature: _____

Vehicle: _____ **Color:** _____ **Tag #:** _____

The undersigned has been commissioned to perform the following work consisting of:

In Unit # _____ **For Unit Owner:** _____

In performance of this work, access to the roof and/or other common elements by our workmen will be necessary. We understand and agree that in the event of damage to any common areas or to the roof of the building caused by our workmen, we shall be liable to pay the full cost of repairing such damages to the full satisfaction of Plaza East Association, Inc. and will supply a certificate of proof of current, adequate insurance coverage.

I agree to pay \$20.00 for each lost ID tag. The ID tags must be returned to Security upon departure from the premises and may not be retained overnight.

Date: _____ **Company:** _____

Signature: _____

PLAZA EAST

RULES FOR CONTRACTORS

1. NO ENTRY PERMITTED UNLESS OWNER HAS FILED AN ALTERATION REQUEST FORM WITH THE MANAGER.
2. UNDER NO CIRCUMSTANCES IS ENTRY INTO THE BUILDING ALLOWED BEFORE 8:00 AM. ALL WORKERS MUST PROCEED DIRECTLY TO THEIR LOCATION OF WORK. NO WAITING OR LOITERING IS ALLOWED IN THE LOBBIES. USE OF LOBBY PHONES IS PROHIBITED.
3. ALL CONTRACTORS/WORKERS MUST REGISTER AT LOBBY 2 WHERE A PARKING PERMIT & ID WILL BE ISSUED. A STATEMENT OF RESPONSIBILITY MUST BE SIGNED AND PROOF OF LIABILITY COVERAGE PRESENTED. THE LOBBY PERSON MUST BE GIVEN THE COMPANY NAME AND THE NAMES OF EACH WORKER. PHOTO ID'S ARE REQUIRED TO REGISTER AND FOR AN ID TO BE ISSUED. ANYONE FOUND IN THE BUILDING IN A UNIT OR TOWER OTHER THAN THE ONE REGISTERED FOR OR NOT WEARING AN ID WILL BE EJECTED.
4. ALL WORKERS AND EQUIPMENT AND/OR TOOLS MUST BE OUT OF THE BUILDING BY 4:00 PM AND ALL VEHICLES OFF THE PREMISES BY 4:30 PM.- NO EXCEPTIONS.
5. NO WORK IS ALLOWED ON SATURDAY, SUNDAY OR ANY HOLIDAY OR AFTER 4:00 PM UNLESS IT IS OF AN EMERGENCY NATURE AND ONLY THEN WITH THE MANAGER'S PERMISSION.
6. THE ELEVATOR MAY BE HELD ONLY FOR LOADING AND UNLOADING. HAVE ALL EQUIPMENT AT ELEVATOR DOOR AND READY TO LOAD TO MINIMIZE DELAY. LOAD LIMITS MUST BE OBSERVED.
7. CONTRACTORS MUST SUPPLY THEIR OWN CARTS AND DOLLIES. NO USE OF PLAZA EAST CARTS OR LUGGAGE RACKS IS PERMITTED. USE OF WHEELBARROWS IS PROHIBITED.
8. ALL DEBRIS MUST BE REMOVED IN COVERED TRASH CONTAINERS- MAXIMUM 60 GALLONS. CONTRACTORS OR THE OWNERS FOR WHOM THEY ARE WORKING WILL BE HELD RESPONSIBLE FOR COSTS INCURRED BY THE ASSOCIATION IN CLEANING OR REPAIRING DAMAGE TO THE COMMON AREAS.
9. BUILDING DUMPSTERS AND TRASH CHUTES ARE NOT TO BE USED BY CONTRACTORS UNDER ANY CIRCUMSTANCES.
10. THE MANAGER MAY INSPECT THE UNIT INVOLVED PRIOR TO, DURING AND AT THE CONCLUSION OF RENOVATIONS.