

**OLD SCHOOL COMMONS CONDOMINIUM TRUST**  
**CONDITIONS FOR CONTRACTORS FORM**

Condominium Owner and Contractor(s) must register with Old School Commons Condominium Trust and the Property Manager prior to work beginning in any condominium.

- Condominium Owner and/or Contractor(s), including Moving Companies, must supply the Condominium Trust and the Property Manager with the following information prior to the start of any work:
  - Contractor license and current insurance certificate
  - Contact person and phone number
  - Listing of sub-contractors who will be on the property or in the unit.
  - Summary of work to be completed and Schedule indicating starting and completion dates.
- Condominium Owner and Contractors are responsible for complying with all applicable laws, statutes, building permits, post accordingly and provide copies to Old School Commons Condominium Trust and the Property Manager.
  - Contractor working hours are 8:00 am – 5:00 pm. Monday through Friday and Saturday hours are 8:00 am to Noon only. Violation of work hours will result in a \$100 fine per incident against the unit owner.
  - There is NO use of the onsite dumpsters. All materials must be removed from the property. If the contractor uses the dumpsters to dispose of materials the owner of the unit will be fined \$500. There is video surveillance on the dumpsters at all times.
  - At no time are construction materials, tools or electrical cords allowed in the hallway or other common areas.
  - Contractor is responsible for any cleaning of common areas including hallways, elevator, etc. required as a result of the work in the unit.
  - Contractor parking is allowed in Area B except for unloading of materials at building entrance.
  - Access to the parking lot is the responsibility of the unit owner. No Fobs or gate entry stickers will be issued to the contractor by the Condominium Trust or the Property Manager

\_\_\_\_\_  
Unit Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Unit owner Contact #

Submit form to Kendrick Property Management at [condo@kendrickmanagement.com](mailto:condo@kendrickmanagement.com) or mail to PO Box 3220, Amherst, MA 01004. Contact Kendrick Property Management at 413.253.0285 with questions.