**Jefferson House Condominium**

**922 24 Street, NW**

**Washington, DC 20037**

**REQUEST FOR RENOVATION WORK**

**1. All Owners must submit a written request to the**

**Board to start any Renovation Project. The Board**

**will review this request and either approve or**

**disapprove this project in- accordance with the By-**

**Laws/Rules and Regulations of the Jefferson House**

**Condominium.**



**2. You must supply the Jefferson House Management**

**Office with a copy of your Contractor's most recent**

**Insurance Certificate; it must include the Jefferson House Condominium and CMC as a Certificate Holder.**

**3. You must include your Contractor's Current License for the Jurisdiction that he/she will be working in which would be (Washington, DC.) The Contractor must be approved for the type of work. You must include a Start and Completion Date.**

**4. You must include your Unit Number and all Phone Numbers for you and your Contractor so we can reach you at all times. You are responsible for your**

**keys during the Renovation Project and the**

**scheduling of any Water Shut Off's or Gas Shut Offs**

**to the Jefferson House. You must do your shut off's**

**on Tuesday-Thursday only and we need 48 hours**

**notice, so that there is no possibility of the**

**Contractor not being able to get the parts needed to bring the building back on-line. Contractor's and their Associates may only Park in the Loading Dock Area after checking in with the Front Desk and this is on a first come first serve basis only. Parking Pass must be used or the Contractors Vehicles will be towed. The Passes can be picked up at the Front Desk during the Sign-in Process.**

**5. You must provide an Emergency Contact Number**

**in-case we are unable to reach you or your**

**Contractor. We must have all numbers on file.**

**6. You must obey all Condominium Rules and**

**Regulations, State, Local and Federal Government**

**Rules, Regulations and Procedures.**

**7. You must provide any Drawings, MSDS Sheets**

**which are (Chemicals that the Contractor may use in**

**the Buildi**

**ng, etc.) and any additional pertained**

**information that may be helpful in the completion**

**of your unit.**

**8. Please remember if your Contractor does not obey**

**the Rules and Regulation you as the Owner will be   
held liable for their Actions and any damage that   
may be caused do to their negligence.**

**9. The Board will impose a fine for each violation in accordance with the By-Laws/Rules and Regulations on pages 4-5 letter H in your Booklet.**

**All Contractors' must remove all their trash and**

**debris from the building site as the stages of work**

**are completed. The use of the Trash**

**Chute/Compactor is for the Resident's of the Jefferson House Only and is for Regular Trash Only. Under no circumstances can it be used for any other** purpose.

**If you are not sure of any of these procedures**

**please stop by the Jefferson House Management**

**Office or Call 202-377-3900 to set up an**

**appointment so we can help you with any issues or**

**problems that you may have.**

**Thank you for your**

**time and patience with this matter.**

**Respectfully,**

**The Jefferson House Management**

**Description of Work to the Unit:**

**Drawings: Attach Below**

**Contractor's Information: Attach License, Insurance Certificate**

**and all Contact Numbers.**

**Emergency Contact Information:**