



CERTIFICATE OF INSURANCE REQUIREMENTS

1. Anyone performing contracted work or services anywhere on Lawn Terrace Owners Corporation owned property must submit the following documentation prior to commencement of any work or service:
 - a. Filled Out Certificate of Insurance as shown on page 2
 - i. Certificate holder as shown on page 2
 - ii. Description of operation as shown on page 2
 - iii. Limits of coverages as shown on page 2 and pages 3-6
 - b. Filled Out Certificate of Workers Compensation
 - i. Limits of coverages as shown on page 2 and pages 3-6
 - c. Filled out and signed Addendum to Contract
 - i. As shown on pages 3-6
 - ii. Countersigned by the Owner/Managing Agent
2. Please submit completed information to Gramatan Management (914) 654-1414 at least 1 week prior to scheduled work or service.
3. Lawn Terrace Owners Corporation reserves the right to modify these requirements as needed.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: --

DATE (MM/DD/YYYY)

09/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		Phone:	CONTACT NAME:	
		Fax:	PHONE (A/C, No, Ext):	FAX (A/C, No):
			E-MAIL ADDRESS:	
			PRODUCER CUSTOMER ID #:	
			INSURER(S) AFFORDING COVERAGE	
			NAIC #	
INSURED		INSURER A		
Your Company		Carrier		
Your Address		INSURER B: Carrier		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY						
	☒ COMMERCIAL GENERAL LIABILITY		POLICY NUMBER	03/20/2013	03/20/2014	EACH OCCURRENCE \$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
						MED EXP (Any one person) \$ 10,000	
						PERSONAL & AUTO INJURY \$ 1,000,000	
						GENERAL AGGREGATE \$ 2,000,000	
						ROBBERIES - COMP/OP AGG \$ 1,000,000	
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO					OWNED SINGLE LIMIT (Ea accident) \$	
	☐ ALL OWNED AUTOS					BODILY INJURY (Per person) \$	
	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$	
	☐ HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$	
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$	
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$	
	DEDUCTIBLE						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A	POLICY NUMBER	09/12/2013	09/12/2014	E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS

Description of Op

Name of Building

Lawn Terrace Owners Corp, 100-134 Lawn Terrace, Mamaroneck, NY 10543
and Gramatan Management

CERTIFICATE HOLDER

CANCELLATION

Lawn Terrace Owners Corp C/O Gramatan Management 2975 Westchester Ave, Ste G 01 Purchase, NY 10577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2009/09)

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ADDENDUM TO CONTRACT

Date: _____

This Agreement is made this day by and between:

**LAWN TERRACE OWNERS CORPORATION, 100-134 LAWN TERRACE, MAMARONECK, NY
10543 AS THE OWNER, AND GRAMATAN MANAGEMENT AS THE MANAGING AGENT**

Hereafter referred to as "Owner and/or Managing Agent", and:

(Legal name of Contractor)

Hereafter referred to as "CONTRACTOR", with respect to the performance and provision by Contractor to Owner and/or Managing Agent and/or Individual Apartment Leaseholder of certain work, services, labor and/or materials, described herein as:

(all as more fully described in the contract, invoice, purchase order or other attached document referencing the Contractor's work and services to be provided, which is incorporated by reference herein and made a part hereof),

Hereinafter referred to as "the work", and the contract amount for said work being:

\$ _____

If the work is being done in a specific apartment, please fill out below:

NAME OF THE LEASEHOLDER: _____

APARTMENT NUMBER: _____

It is hereby further agreed:

1. INDEMNIFICATION:

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and or Managing Agent from and against any and all suits, actions, liabilities, damages, professional fees, including attorneys' fees, costs, court costs, expenses, disbursements or claims of any kind or nature for injury to or death of any person or damage to any property (including loss of use thereof) arising out of or in connection with the performance of the Work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents, servants, subcontractors or employees, of any premises or facilities, or part thereof, of the Owner and or Managing Agent. This agreement to indemnify specifically includes full indemnity in the event of liability imposed against the Owner and or Managing Agent without any negligence or fault on the part of Owner and or Managing Agent and solely by reason of

statute, operation of law or otherwise. In the event any negligence or fault is assigned or apportioned to the Owner and or Managing Agent, this agreement specifically includes partial indemnity of Owner and or Managing Agent but limited to any liability imposed over and above that percentage attributed to the Owner and or Managing Agent.

2. INSURANCE

Contractor shall obtain and maintain at all times during the term of this agreement, at its sole cost and expense, the following insurance (a) Workers Compensation insurance with statutory limits and employer's liability coverage of not less than \$500,000; (b) Commercial General Liability insurance with a minimum limit of \$ 1,000,000 per occurrence and \$ 2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, contractual liability, products/completed operations, personal & advertising injury and independent contractor's liability; (c) Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000; and (d) Umbrella or Excess liability insurance with a limit of \$5,000.000 per occurrence and a general aggregate of \$5,000.000. All of Contractor's insurance policies shall include Owner and Managing Agent as additional insureds. The coverage afforded to Owner and Managing Agent under Contractor's policies shall be primary to, and non-contributing with any other insurance, primary, excess, or umbrella available to Owner and Managing Agent. If Contractor fails to procure insurance for the Owner and Managing Agent as required, recoverable damages shall not be limited to the cost of premiums for such additional insurance, but shall include all sums expended, and damages incurred by Owner and Managing Agent, and their respective insurers, which would have otherwise been paid by the Contractor's required insurance.

Prior to commencing "the Work" described in this Agreement, Contractor shall provide Owner and or Managing Agent a Certificate of Insurance evidencing compliance with the insurance procurement requirements herein, in standard ACORD form.

In the event any part of this Addendum conflicts with any other provisions between Owner/Managing Agent and Contractor regarding indemnity or insurance requirements, this Addendum controls. This Agreement cannot be modified orally, and any commencement of “the Work” described in the Agreement by the Contractor, or its agents, servants, employees or subcontractors shall constitute an acceptance of this written Agreement as is and shall have the same force and effect as though same were fully executed.

Dated: _____

Owner/Managing Agent By: _____

Individual Leaseholder By: _____

Contractor By: _____