

REGIME IV

Sub-Contractor Packet

Packet # 0012

BLDG / APT # _____

Start Date _____

Completion Date _____

Contractor _____

Phone # (1) _____

(2) _____

Supervisor _____

Registration & Records Approval _____ Date

Regime Approval _____ Date

Informational Sheet

(Inside)

**Must be attached to
On Site Doorway**



Scottsdale Shadows

7800 E. Camelback Rd.
Scottsdale, Arizona, 85251
Phone: 480-994-2063
Fax: 480-994-1201
E-Mail: roger@scottsdalershadows.com

RCI

Registration & Records

Department

Roger M. Friedman

CONTRACTOR REGISTRATION FORM

Contractor & Owner Understand & agree that liability for any damage to RCI or Regime Property (Common Areas/Common Elements) caused by contractor, owner or their respective employees or agents shall be the sole & joint responsibility of Owner & Contractor

DATE: ___/___/___ BLDG: _____ UNIT: _____ REGIME: _____

OWNER FULL NAME: _____

CONTRACTOR NAME: _____

PERSON IN CHARGE: _____ PHONE : _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

START DATE: ___/___/___ END DATE: ___/___/___ # OF WORKERS: _____

WORKERS NAMES: _____

CONTRACTOR LICENSE # _____ WORKER'S COMP INS #: _____

WORKMAN'S COMP CARRIER: _____

LIABILITY INS. #: _____ LIABILITY CARRIER: _____

AUTO LICENSE PLATE: _____ STATE: ___ VEHICLE TYPE _____

NATURE OF WORK: _____

NOTE

IF YOU
NEED A
WATER
SHUTOFF
NOTIFY
MAINTENANCE
DEPARTMENT
AT LEAST

48 HOURS

PRIOR TO
SHUTOFF

THE FEE FOR A
NORMAL
SHUTOFF IS
\$30.00

THE FEE FOR
AN
EMERGENCY
SHUTOFF IS
\$60.00

BOTH PAYABLE
IN ADVANCE

THERE ARE NO
SHUTOFF'S
FRI-SUN.
EXCEPT IN AN
EMERGENCY

AN
EMERGENCY IS
ANY SHUTOFF
FOR WHICH AT
LEAST 48 HOUR
NOTICE IS NOT
GIVEN

BUSINESS CARD HERE

OWNER AUTHORIZATION & APPROVAL

Sign Here
Owner Phone: _____
Owner Cell/Other: _____

RESIDENTS

(Fines will be levied against the Contractor and/or Resident for any breach of these rules)

CONTRACTORS, VENDORS AND DELIVERY OF ITEMS.

- A. Not less than 24 hours prior to any move in or move out, or delivery of a large item (as defined in Paragraph B hereof) or a vendor starting a work project is scheduled, Residents (current or prospective) shall notify the Community Service Office. Prior to any partial or total move into or out of a Unit by a Co-Owner or a tenant, the person moving shall deliver to the Administrative Office a refundable security deposit in the amount of \$200.00 to be used to defray the cost of repairing any damage to the Common Areas or Common Elements resulting from the move. If the Regime Board of Directors, RCI, or their designee, determines that no damage has occurred, the deposit will be refunded. If damage has resulted, the cost of the repair shall be deducted and the remainder of the deposit, if any, returned. If the security deposit is insufficient, the Resident shall also reimburse the Regime or RCI, depending upon whether the damage occurred on Common Elements or Common Areas, for any additional expense incurred in repairing, cleaning, and restoring the premises and property. A claim for any unpaid amounts will be enforced in the same manner as any other unpaid assessment with respect to the Co-Owner of the applicable Unit, in addition to any and all other rights and remedies available, including Sanctions.
- B. There will be no moves into or out of Scottsdale Shadows on Saturdays or Sundays. Moves will be scheduled Monday through Friday from 8:00 AM until 7:00 PM only. After 7:00 PM the vehicles must be removed from the property. There will be no deliveries on Sundays or Legal Holidays. Store deliveries will be accepted Monday through Saturday 8:00 AM to 7:00 PM only. (Note: delivery of any medical equipment or supplies, which constitute a medical necessity, shall not be subject to the foregoing restrictions.) Excluded from this are delivery services such as USPS, UPS, FedEx, Emery, DHL, etc. For purposes of this Rule, the term "large item" shall be defined to mean any item that is too large to be hand carried.
- C. No moves or deliveries of large items may be made through the first floor lobbies, nor shall any of the lobbies be used as a workspace. Stairwells of the buildings may be used for first floor moves and deliveries. Luggage carts located in the basements of the buildings near the elevators are for the Resident's use only and are not to be utilized by vendors or movers.
- D. Care shall be taken to protect the hallway walls and carpets from dirt, stains, and other damage. Drop cloths shall be supplied by the Residents, or their contractors, for use in the hallways if work is being done that might cause damage to the walls and carpets.
- E. Installers of carpet and tile, movers, and any other contractors shall leave the areas where they work clean and free from debris. If the workers use any
- F. Movers or contractors shall not withhold from Residents the use of the elevators for more than ten minutes at any one time. Insertion of foreign matter at the side of any button to hold open the elevator doors is prohibited due to maintenance problems that arise from such action. Co-Owners will be held equally responsible for damage, in addition to any and all other rights and remedies available, including Sanctions.
- G. No construction work by contractors or Residents shall commence in any building before 8:00 AM and all work shall cease by 7:00 PM. No installation or work of any kind is permitted on Sundays or holidays.
- H. The Community Service office shall hang covering for the elevator walls and floors and remove the overhead grill if the size and type of delivery warrants it.
- I. Residents are also responsible for the actions and conduct of their movers, installers and contractors and shall acquaint them with these rules.

of the service areas in the Common Elements, including the basements, stairwells or garages, they shall clean the area used at the end of each workday. Liquid substances in any form shall not be poured down drains in the laundry rooms or garages.