**El Parque—Contractor Agreement Form**

Updated April 2020

Homeowner’s Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Casa #\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

***Type of Construction:***

Check the appropriate box and sign form before construction projects can begin.

**Interior Work –** Construction or repair shall be any work that is required to maintain the property and makes no changes to the exterior of the house or property.

**Exterior Work – CTC Permit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1) CTC Application Form must be approved, and a Construction Permit issued.

2 ) Construction shall be any work that affects the exterior part of the home, including the front, sides, or rea, including the work to the outer walls of the property, lawns, or walkways.

***General Conditions:***

1. Contractors may not begin work on any construction project without the required approvals.
2. All contractors and their employees are required to leave an identification card at the security gate before they can enter El Parque to perform work.
3. The hours that work can be performed are from 8:00 am to 6:00 pm Monday to Friday and 8:00 am to 1:00 pm on Saturday.
4. If the Interior Work ‘box’ is checked and it is later determined to be Exterior Work or if the scope of the project extends beyond the project description stated on the CTC Application form, the project will be stopped and subject to disciplinary measures.
5. No work will be permitted on the streets. Dumping dirt, concrete, rock, sand, dirt, and other construction material onto El Parque streets are prohibited.  Contractors are prohibited from mixing concrete on El Parque streets.  If there is no place to work; then wood, metal bins or wheelbarrow shall be used to mix their materials.  When the project is completed, all debris must be cleaned up and the street must be put back to its original condition.
6. In order for any contractor to enter any manhole or Tel Mex box, they must provide El Parque Administrator with the reason for entering and its location and number.  Security Guards are instructed to report any entry into El Parque electrical utility boxes or manholes.

***Agreement:***

**By signing this form the contractor and homeowner agrees to all the provisions noted above:**

Homeowner Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This agreement is under the official supervision of the El Parque Administrator and CTC**