

## APPLICATION FOR FIT-OUT/RENOVATION WORKS

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Property Management Office

From: \_\_\_\_\_  
Owner's/Lessee's Name & Signature

We would like to apply for a Permit to undertake work at my unit/office located at:

Unit Number: \_\_\_\_\_ Floor: \_\_\_\_\_ based on the following information:

### I. CLASSIFICATION OF WORK:

☐ Minor Renovation

☐ Major Renovation

☐ Others, Please specify: \_\_\_\_\_

It is understood that the following requirements have to be submitted to the Administration Office for the issuance of NOTICE TO PROCEED (NTP).

☐ Notarized Contract of Lease, if applicable

☐ Approved Construction Plans (3 copies)

☐ Receipt of Payment of Fit-Out Bond and other charges.

OR No.: \_\_\_\_\_ AR No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_

☐ Submit Name of Contractor and Master List of Workers

☐ Contractor's All Risk (CARI) with Broad Water Damage

### II DURATION OF WORK:

Start: \_\_\_\_\_ Target Date of Completion: \_\_\_\_\_

Maintenance dues, power and water payments shall be updated as a requirement for the approval of the fit-out/renovation works

### Schedule of Fees:

☐ Fit-out/Renovovation Bond

☐ Vetting and Admin Fee : P\_\_\_\_\_

☐ Contractor's All - Risk Insurance (CARI) with Broad Water Damage - 125% of the total Construction Cost

### IV. CONTRACTOR

Company : \_\_\_\_\_

Representative : \_\_\_\_\_

Tel No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

V SPECIMEN SIGNATURE OF AUTHORIZED SIGNATORY for Gate Pass Issuance, Work Permit, Overtime Permit, Hot Work Permit, and other construction related requests.

Name

Designation

Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved by:

Property Manager  
Royal Oceancrest

Permission to undertake construction is issued by Declarant on condition that there shall be NO DEVIATION from the approval plans, construction schedule and scope of work mentioned above.

#### VI. Schedule of Fines and Penalties

Any deviation from the approved plans and specifications and any violation of the requirements, rules and regulations contained in this document will be subject to specific and relative amounts payable deducted from the Fit-out/Renovation Bond. The Property Management Office reserves the right to order all works stopped if serious and/or repeated violations are not remedied or rectified immediately by or if at any time the Construction Bond has been exhausted from penalty payments. In this event, work may only be resume when a new bond of same amount is posted and clearance from the Property Management Office has been obtained.

If no penalties were incurred during the entire duration of the fit-out, the bond will be returned after the final inspection of the completed works has been carried out by the Property Management Office and submission of all the post-construction document less all applicable fees and penalties.

Penalties are as follows:

- ☐ Deviation from the approved plans and specification – rectification of works  
Ten Thousand Pesos (Php10, 000.00).
- ☐ Unauthorized alteration, relocation or removal of sprinkler heads  
or any other common and area facilities rectification/restoration –  
Ten Thousand Pesos (Php10, 000.00).
- ☐ Violation of work schedule – Five Thousand Pesos (Php5, 000.00).
- ☐ Damages inflicted on other units or – repair/restoration of the damaged area  
and common area facilities – Five Thousand Pesos (Php5, 000.00)
- ☐ Littering on Common Areas - Five Thousand Pesos (Php5, 000.00) per incident.
- ☐ Loitering of Workers – Five Thousand Pesos (Php5, 000.00) per incident.
- ☐ Penalties of Workers not complying with the Rules and Regulation at the site
- ☐ Offenses (whether 1st or 2nd) shall be charged equivalent to  
Five Thousand Pesos (Php 5,000.00) and shall be charged to his company.

Note:

The deposited non-interest bearing Fit-out/Renovation Bond will be used to answer for any violations of the requirement, rules and regulations contained in this document/guidelines.