

ARDMORE PARK

Application for Permission to Carry Out Renovation Work

Owner/Resident

Name : _____

Blk & Unit : _____

Contact No. : (H) _____ (O) _____

(Hp) _____

Contractor

Name : _____

Address : _____

Co.Regn No : _____ Person-in-charge : _____

Contact No : (O) _____ (Hp) _____ (Fax) _____

Description of works : _____

Any Additions/alterations to electrical system including air-conditioning system? *Yes/No
(*Delete where applicable)

Propose Commencement Date : _____

Propose Completion Date : _____

* Approved / Not Approved : _____
(Name & Signature)

Terms & Conditions

1. Application for Approval

- 1.1 Prior to the commencement of Renovation Works, Owners/Residents shall submit the prescribed application form at least seven (7) days in advance for Management's approval. These forms can be obtained from the Management Office. For Renovation Works, copies of all relevant must be submitted together with the application form for Management's approval. This is to enable Management to have sufficient time to notify other resident who may be affected by the works to be carried out.
- 1.2 No work is to be carried out until approval from the Management is obtained.
- 1.3 Owners/Residents and their appointed contractors shall undertake to abide by and be subjected to all terms and conditions stipulated therein.
- 1.4 The Management reserves the right to refuse entry to any contractor if the application is not duly submitted.
- 1.5 The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any damages arising from rejection of the application or revocation of the said approval.

2. Deposit

- 2.1 A sum of S\$2,000.00 shall be paid as deposit upon application. The cheque shall be made in favour of "The Management Corporation Strata Title Plan No. 2645" before permission is granted for the renovation work.
- 2.2 Such deposit will be refunded to the Owners/Residents when the Management is satisfied that the Owners/Residents or their appointed contractors have not damaged any common areas, left debris or caused any inconvenience to the building for which the Management would have incurred cost to rectify.
- 2.3 Should the expenses of such rectification exceed the deposit, the Owners! Residents concerned shall be liable to pay the difference.

3. Working Hours

The working hours for the approved works shall be:

Mondays to Fridays : 9:00 a.m. - 6:00 p.m.

Saturdays : 9.00 a.m - 1.00 p.m

The Management reserves the right to stop any works which interfere with the quiet and peaceful enjoyment of Owners/Residents.

Renovation works are not allowed on Sundays and Public Holidays.

4. Security

- 4.1 All workers of the appointed contractors must report daily at the security checkpoint to obtain identification passes for access into Ardmore Park and must wear their passes at all times whilst in Ardmore Park. The Management reserves the right to refuse entry to any unknown person whose identity cannot be verified there and then.
- 4.2 Security personnel have the right to question any person found without a pass.
- 4.3 Owners/Residents shall be responsible for the good conduct and behaviour of all workers of their appointed contractors and the listed sub-contractors.
- 4.4 Other than the designated work area, no worker is allowed to loiter in Ardmore Park.
- 4.5 Any worker found misbehaving or refusing to comply with the security procedures will be removed from Ardmore Park and barred from further entry.

5. Lift/Staircase

- 5.1 Only designated lifts and staircases are to be used by the appointed contractors.
- 5.2 Owners/Residents must ensure that their appointed contractors provide adequate protection, at the Owners/Residents' expenses, to the lift walls and flooring when transporting building materials, furniture and/or any items to and from the residence.

6. Cleanliness

- 6.1 Owners/Residents must ensure that their appointed contractors maintain the general cleanliness of the common areas used by their workers and sub-contractors. They shall ensure that the area, dirtied by their contractors/sub-contractors and workers, is cleaned immediately to the satisfaction of the Management.
- 6.2 No debris, materials, tools, equipment is allowed to be placed in the common areas.
- 6.3 All debris must be removed from site daily. Failing which, the Management reserves the right to remove them and charge the disposal cost to the Owners/Residents concerned.

7. Others

- 7.1 Owners/Residents shall not under any circumstances, carry out any works, which may affect the external façade of the building including the affixing or erecting of any shades, blinds, exhaust fans, air-conditioners, condensing units, grilles and awnings, to make any additions or alterations to the windows, balconies or exterior openings or external parts of the building. Façade shall include windows in the residence, common areas, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the building.
- 7.2 Owners/Residents shall not install any television or radio antenna on the rooftop or on any external part of the subdivided building without the prior written consent of the Management.
- 7.3 Owners/Residents shall not erect in their residences any additional structures or make any alterations without the prior written approval of the Management.

The Management shall have the authority to demolish or remove such unauthorized additions or alterations, by giving seven (7) days written notice to the Owners/Residents concerned, requesting them to remove the same. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Owners/Residents who shall indemnify the Management against all such costs and expenses and against all loss or damage in respect of such demolition or removal including legal cost incurred by the Management on a solicitor and client basis.

- 7.4 Owners/Residents and their appointed contractors must inform the Management of their schedule of works prior to commencement of works.
- 7.5 All renovation works should be confined to the boundaries of the residence. Hacking of structural walls, slabs, columns and beams is strictly prohibited. Owners/Residents shall indemnify the Management/Developer for any damage caused as a result of their act(s) whether intentional or otherwise.
- 7.6 All necessary precautions should be taken against damaging floor and gully traps in the bathroom to avoid any subsequent water seepage/chokage to the lower floor residence. The Owners/Residents concerned will be requested to make good all damage at their own cost and will be responsible for any other claims from the Owners/Residents of affected residences.

Any renovation works including the floor/wall finished in wet areas (i.e. bathrooms, kitchen, service yard or balcony) will void the original waterproofing warranty of the affected residence.

- 7.7 Owners/Residents are not allowed to tap water/electricity supply from the common areas.

- We, the Owners/Residents and Contractor, as abovenamed, have read and confirm my acceptance of the terms and conditions herein and shall be liable for the breach of any such terms and conditions.

<u>For Official Use</u>			
Deposit Cash/Cheque No. _____			
Amount	:	_____	Date : _____
Receipt No.	:	_____	Issued By : _____

<u>Refund of Deposit</u>			
Receipt/Cheque No. : _____			
Name of Recipient : _____			
_____ Signature		_____ Date	