

# **APPLICATION FOR RENOVATION WORKS** (to be completed by Owner)

<b>I</b>	<b>Particulars of Owner</b>
Name of Owner	
Address:	
Contact No.	Home:                      Handphone:
Fax No. (if any):	
Email Address:	
<b>II</b>	<b>Particulars of Contractor</b> (if more than one contractor is engaged, please use separate form)
Name of Company	
Address of Company	
Contact No.	
Fax No.	
Person-in-charge	
<b>III</b>	<b>Particulars of Renovation Works</b>
Commencement Date	
Completion Date	
Renovation Items	
<b>IV</b>	<b>Undertaking by Owner</b>
We hereby agree and undertake to ensure that the contractors abide by all terms and conditions as attached .	
<div>Signature of Owner</div> <div>Date</div>	
<b>Notes:</b> 1. Cheques are to be made payable to: "Management Corporation Strata Title Plan No. 3306." 2. Please allow 3 working days for application to be processed. Major renovation works which require submission of plans will take a longer processing period.	
<b>V</b>	<b>For Official Use Only</b>
<input type="checkbox"/> Deposit of \$1000 paid	
Cheque No./ Bank: _____	
Processed by: _____ Date: _____	
<b><u>Refund of Deposit</u></b>	
Refund of Deposit Amount : _____	
Cheque No./Bank: _____	
Collected by: _____ Date: _____	
Processed by: _____ Date: _____	

TERMS AND CONDITIONS1. Deposit

- 1.1 A minimum sum of S\$1000.00 shall be deposited with The Management before the commencement of any work. Cheques are to be made payable to: "Management Corporation Strata Title Plan No. 3306."
- 1.2 Contractors shall be fully responsible for any damages to the common property caused by themselves and/or their workers. Such damages shall be made good to the satisfaction of the Management Corporation within 7 days, failing which The Management shall have the right to make good the damages and deduct the cost from the deposit. The deposit will be refunded, free of interest, upon successful reinstatement of the completed works being carried out to the satisfaction of The Management. **Refund of renovation deposits which is interest free takes about 6 weeks to process.**

2 Execution of Works

- 2.1 The fire lift and staircases are allowed to be used for the transportation of the building materials. The contractors carrying out such loading and unloading works must ensure that the lift floors, doors and walls are not scratched/damaged. Any damages caused shall be repaired at the expense of the contractor.
- 2.2 No storage space will be provided on site. All articles/materials must be stored within the owner's premises. The Management Corporation shall be under no liability in respect of the loss or damages caused to the premises for the whole duration of the fitting out works.

3 Indemnity

- 3.1 The owner shall keep the Management Corporation fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by him, as a result of a breach by the Contractor, its sub-contractors, employees or agents, of any of the terms and conditions mentioned in the attached list, or as a result of any of the works undertaken by the Contractor for renovating the said premises.

4 Employment of illegal workers

- 4.1 The owner shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign workers to carry out any part of the renovation works at the above premises. The owner shall indemnify the developer in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Management Corporation by reason of any breach whether by the owner or the Contractor or its sub-contractors.

---

TERMS AND CONDITIONS5 Damages

- 5.1 The owner shall be fully responsible for any damages to the common area caused by the contractors and/or by their personnel. Such damages shall be made good to the satisfaction of the Management Corporation within seven (7) days, failing which the Management Corporation shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management Corporation's right to recover the remaining costs from the owner/contractor. Otherwise the deposit is refundable to the owner/contractor, free of interest, upon completion of the renovation works.

6 Dumping of Debris

- 6.1 The owner shall be fully responsible for any dumping of debris at the common area by the contractors and/or by their personnel. Such debris shall be removed out of the estate within the same day, failing which the Management Corporation shall have the right to remove the debris and deduct the cost and administration charges from the deposit without prejudice to the Management Corporation's right to recover the remaining costs from the owner/contractor. Otherwise the deposit is refundable to the owner/contractor, free of interest, upon completion of the renovation works.

7 Renovation

- 7.1 Owners shall not carry out any work which may affect the external facade of the building without prior written consent from the Management. Facade refers to windows, balcony, common property, open area and all visible parts of the building which constitute or form part of the external appearance of the building.
- 7.2 Owners need to arrange with The Management Office for a joint inspection once the renovation is completed.
- 7.3 The endorsement of the Management Corporation does not constitute an approval with the Building Authorities. The owner must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.
- 7.4 Renovation work shall only be carried out at the following times:  
Monday – Friday: 9am - 6pm  
Saturday : 9am - 1pm  
(No work shall be carried out on Sundays & Public Holidays)  
Owners and their contractors must submit their work schedule to The Management Office.
- 7.5 Renovation contractors must report to the security to obtain identification passes and must wear their passes at all times before they proceed to carry out the work, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
- 7.6 Renovation works should be confined within the unit. Duration for hacking works should not be more than 3 days. Hacking of structural slabs, columns and beams are strictly prohibited. Demolition of non-load bearing wall will only be allowed if a Professional Engineer can confirm that such alteration will not affect the structural stability of the building.

- 7.7 Owners must ensure that adequate measures are taken to protect common property during the delivery or removal of materials by their contractor. A doormat must be provided by the contractor at the door entrance of the unit to prevent workers in that unit from dirtying the common area. The common property affected during delivery or removal of material must be laid with protective covers and left in a clean and tidy condition upon the completion of work each day.
- 7.8 Owner shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by their contractors in the moving of furniture of otherwise shall be replaced at the expense of the owners concerned.
- 7.9 Window replacements should be similar to existing design and panel sizes. The appointed contractor undertaking the works shall ensure that proper safety measures are undertaken including erecting barricades on the ground floor to protect residents/visitors from falling items.
- 7.10 The contractors must ensure that there is no condensation dripping from their air-con unit to the ground floor or to units below when making a replacement or servicing of the air-conditioners.
- 7.11 Application for renovation works and payment of the deposit should be made to the Management. All applications must be accompanied by copies of all relevant plans, designs and approvals obtained from the relevant authorities in respect to the intended renovation.

**CONTRACTOR'S REGISTRATION FORM**  
*(to be completed by Contractor/s)*

<b>I</b>	<b>Particulars of Contractor</b>	
Company:		
Address:		
Contact No. (s):		
I/C No.:		
Vehicle No. / Type :		
<b>II</b>	<b>Particulars of Worker/s</b>	
(A)	<u>Name of Person-in-charge</u>	<u>I/C / Passport No.:</u>
1)		
2)		
3)		
(B)	<u>Name of Workmen Sub-contractors</u>	<u>I/C / Passport No.:</u>
1)		
2)		
3)		
4)		
5)		
<b>III</b>	<b>Undertaking by Contractor</b>	
I / We shall abide by all the rules and conditions pertaining to the said application.		
Signature of contractor		
Name		
I/C No		
Date		
Company Stamp		