



APPLICATION FOR RENOVATION / MOVAL

Name of Applicant : _____
*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 3)

Blk No: _____ Unit No : _____ Tel : _____ (H) _____ (HP)

Email : _____

RENOVATION WORKS

The details of my/our renovation work are as below :
Please tick against the appropriate bracket

STANDARD RENOVATION WORKS

- replacement of floor tiling within my/our premises -
 with hacking without hacking within my /our premises
- replacement of wall tiling within my/our premises -
 with hacking without hacking
- laying of floor tiles over existing floor finishes using tile adhesive method.
- carpentry work within my /our premises
- masonry work within my /our premises
- painting work within my /our premises
- partition work within my /our premises -
 without hacking with hacking - *Non –structural*
- demolition of wall. *Plans to be submitted including PE endorsement & subjected to approval from authorities*
- erection of wall. *Plans to be submitted & subjected to approval from authorities*
- installation of false ceiling.
- replacement of windows. *No disruption to building outlook according to By Laws*
- installation of louvre / casement / sliding windows on parapet.
- installation of window grille.
- replacement of main entrance door/frame to half hour fire rated door.
- replacement of internal door(s).
- replacement of toilet door(s).
- installation / replacement of door gate
- plumbing / sanitary / bathroom installation (others please specify : _____)

ELECTRICAL WORKS

- Installation of air-conditioning - Window Unit Split Unit
Installation of aircon to comply with the new regulation imposed by the BCA
- addition and alteration to electrical layout

OTHERS

- Moving *in / out (Bulky delivery)
- renovation involving common area (please specify: _____)
- others : _____

Commencement : From _____ To _____

(Maximum of 4 weeks is allowed. Application for extension is required if the applicant exceed the maximum period allowed. Approval for extension shall be on a case-to-case basis)



DECLARATION BY APPLICANT(S) FOR RENOVATION WORKS

- 1) I/We will obtain consent from the Management before any commencement of renovation work.
- 2) I/We understand that the Management reserves the right to reject or revoke my/our permit for renovation work and I/we agree not to hold the Management responsible for such action taken.
- 3) I/we will submit all relevant drawings, certification duly signed by the required parties including the consultants, engineers, architects as the case may be to the Management.
- 4) I/we will obtain the necessary approvals from the relevant Government Authorities for any alteration, addition or installation of any kind within the premises and will submit a copy of the approvals to the Management before commencement of work. I/we will also pay all license fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licensed Engineer for any work concerning electrical and fire system (eg. heat detector, Sprinkler etc) before submitting electrical plans to the Management for approval.
- 6) I/we will insure the Management against public liability for any damages to other property or persons etc. that may arise in the course of carrying out the renovation work.
- 7) I/we will pay a refundable deposit of **\$500.00 and \$2,000.00 for minor work and major work respectively** with the Management which shall be refunded upon completion of renovation, if I/we comply with all terms and conditions of this permit. An administrative fee of \$53.50 inclusive of GST and include usage of lift padding for one (1) month is also payable.
- 8) I/we will ensure that the renovation debris are removed daily. I/we will also ensure that all common property affected during the works are reinstated accordingly. I/we understand that I/we will be charged a penalty of \$107.00, inclusive GST, per day (minimum) should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.
- 9) I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR weeks from the date of commencement is allowed. I/we understand that any extension required I/we will seek permission from the Management for renewal.
- 10) I/we will only carry out works on Mondays to Fridays between 9.00am to 5.00pm and Saturdays between 9.00am to 1.00pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /1.00pm (Saturday).

Mondays to Fridays : 9:00am to 5:00pm
Saturdays and eve of Holidays : 9:00am to 1:00 pm
Sundays & Public Holidays : **Strictly no work allowed**
- 11) I/we undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 12) I/we agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.



- 13) I/we agree to box up the entrance of my/our unit during the period of renovation so as to prevent debris/dust from depositing onto the common area.
- 14) I/we agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.
- 15) I/we agree that the Management reserve the right to revoke this permit if I/we fail to comply with any of the terms or conditions listed in this permit.
- 16) I/we agree that the Management reserve the right to alter or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so altered or added.
- 17) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application.
- 18) List of workers and their particulars to be attached together with this application form upon submission

UNDERTAKING

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (Chapter 30C) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or facade will be affected/changed during renovation.

By signing this application form I/We expressly give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature & Name of Applicant(s) _____
Date

Signature & Company Stamp of Contractor _____
Date

Contractor's contact no. : _____

Contractor's email : _____

Person to Contact : _____

Acknowledgment of Owner _____
Date
(if applicant is a tenant)



EXTRACTS FROM BY LAWS AS AT MAY 2014

RENOVATION

- 1) Residents shall not erect in their apartments 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 any such unauthorized additions or alterations after giving SEVEN (7) days written notice to the resident concerned requesting him to remove the same and all costs and expenses incurred in respect of such demolition or removal shall be borne by the resident concerned who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management on a solicitor and client basis.
- 2) Residents shall not carry out any work which may affect the external facade of the building without prior written approval of the Management. The facade shall include windows, curved windows in the living room, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the building.
- 3) Residents shall not install any television or radio antenna on the rooftop or on any external part of the subdivided building without the written consent of the Management.
- 4) Before carrying out any renovations, alterations to an apartment, a resident is required to apply for approval from the Management and to place **a deposit of \$500.00 and \$2,000.00 for minor and major work respectively**, payable to "MCST 2521". The deposit will be refunded to the resident when the Management is satisfied that the resident or his renovation contractors have not damaged any common areas, left debris or caused any inconvenience to the Residents for which the Management would have to incur expenses to rectify.
Should the expenses of such rectification exceed the deposited amount, the resident concerned shall be liable to pay the difference. The renovation deposit shall be refunded to the resident/contractor free of interest should there be no other outstanding matter.
An administrative fee of S\$53.50 (inclusive GST), inclusive the use of Lift Padding is also payable.
- 5) Renovation works shall only be carried out on the following days and hours:

Mondays - Fridays	:	9.00am to 5.00pm
Saturdays	:	9.00am to 1.00pm
Sundays & Public Holidays	:	No work is to be carried out

- 6) Owners/Tenants and their contractors must inform the Management of their schedules of work.
- 7) All renovation contractors must report at the security check-point prior to the work being carried out, FAILING WHICH the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
- 8) All renovation workmen must report at the security check-point to obtain Identification Passes and must wear their Passes at all times while in the building. Security personnel have the right to question any person found in the building found without a Pass.
- 9) All renovation workmen should only use the designated lifts and staircases so as not to cause inconvenience to the residents. Packing and crating materials must be removed and disposed of by the residents / contactors on the same day as they are being brought in.
- 10) All residents are not allowed to tap water/ electricity supply from the common areas.
- 11) Unwanted materials, debris etc should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas in the building. Otherwise they will be removed and any cost incurred shall be borne by the residents concerned.
- 12) All renovation works should be confined to the boundaries of an apartment. Hacking of structure slabs, columns and beams are strictly prohibited.
- 13) Residents must ensure that adequate measures be taken to protect the common property during the delivery or removal of materials by their contractors.



- 13) Residents must ensure that adequate measures be taken to protect the common property during the delivery or removal of materials by their contractors.
- 14) Owners/ residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the owners/ residents concerned.
- 15) Renovations, alterations and additions to the units include:-
 - a) Alterations, addition or removal of wall and floor finishes;
 - b) Demolition of walls, new partitioning, installation of windows and grilles;
 - c) Reposition of internal doors and walls;
 - d) Installation of false ceiling;
 - e) Installation of built-in cabinets and other large fixtures;
 - f) Installation of air-conditioning;
 - g) All work that involve bringing sand or cement;
 - h) All painting work other than those carried out by residents themselves;
 - i) Installation or alteration of electrical and plumbing works.
- 16) All applications for approvals of renovation works and payment of the deposit should be made at the Management Office during office hours. All application forms which are obtainable from the Management Office must be submitted together with copies of all relevant plans/designs. Approval from relevant authorities must be obtained for any intended renovation.

BULK DELIVERY AND HOME REMOVAL

- 1) Bulk delivery and home removal should be carried out during the following hours:

Mondays - Saturdays	:	9.00am to 5.00pm
Sundays & Public Holidays	:	10.00am to 5.00pm

Owners/ Tenants and their contractors are reminded to inform the Management Office of their schedules, particularly on Sundays and on Public Holidays.

- 2) All deliveries/ removals workmen must report at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry to any unknown person for purpose which cannot be verified.
- 3) All deliveries/ removals workmen must report at the security check-point to obtain Identification Passes and must wear their Passes at all times while in the building. Security personnel have the right to question any person found in the building without an Identification Pass.
- 4) All deliveries/ removals workmen should use only the designated lifts and staircases so as not to cause inconvenience to the residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in.
- 5) Unwanted materials, debris etc should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas in the building. Otherwise they will be removed and the cost charged to the occupant/subsidiary proprietor concerned.
- 6) Residents must ensure that adequate measures be taken to protect the common property during any bulk deliveries or home removal work. Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damage to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.
- 7) Residents are required to place a deposit of \$500.00 payable to "MCST 2521" with the Management before any bulk deliveries or home removal work can be permitted. The deposit of \$500.00 shall be refunded free of interest subject to any deductions by the Management for any costs incurred to remedy any damage caused to the common property by the resident. An administrative fee of \$53.50 (inclusive GST), inclusive the use of Lift Padding is also payable.



Items to take note

1. Do not dump any of the renovation debris indiscriminately at the common area, into the rubbish chutes or by leaving the debris at basement lobby for disposal.
2. Do not commence any renovation works / removal without permit approved by management.

Rates of Permit Fees (subject to changes without notice)

Renovation Deposit : \$2000.00 (major)

Refundable after 30 days from date of completion, if all debris are removed and no damages are caused upon the Application of Refund .

\$500.00 (minor)

Refundable after 30 days from date of completion, if all debris are removed and no damages are caused upon the Application of Refund.

Moval Deposit : \$500.00

Refundable after 30 days from date of completion, if all debris are removed and no damages are caused and upon the submission of the Application for Refund

Administrative Fee/

Lift Padding : \$53.50 For 1 month usage

Note: Cheque made payable to 'MCST 2521'

For Official Use:

Supervisor's Signature

Manager's Signature

Deposit : _____

Adminstrative Fee/Lift Padding : _____

Total Collected : _____ (Cash / Cheque : _____)

Official Receipt No. : _____

Received By : _____

Date : _____



Refund of Deposit

Cash/ Cheque Amount

Cheque Number

Received By: _____

Name

Signature

NRIC

Date

For Official Use:

Approved By: _____

Name

Signature

Designation

Date

Cheque/Cash Issued Stamp