

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2696**  
**ROSEVILLE**

**APPLICATION FOR RENOVATION / MOVAL**

Name of Applicant(s) : \_\_\_\_\_  
\*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 3)  
Unit No : \_\_\_\_\_ Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (HP) Fax : \_\_\_\_\_  
Email: \_\_\_\_\_

**Section I - 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 & 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. (specify : \_\_\_\_\_)

**ELECTRICAL WORKS**

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

**OTHERS**

- Moving \*in / out
- Renovation involving common area (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

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**Declaration by Applicant(s)**

- 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 licence fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licenced 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 deposit a sum of \$500/- with the Management which shall be refunded upon completion of renovation, if I/we comply with all terms and conditions of this permit.
- 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 failing to do so, the deposit sum of \$500/-will be forfeited and any extra cost incurred by the Management for the cleaning or reinstating the property will be billed to my/our account.
- 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 in accordance with the timing :on Mondays and Fridays between 9.00 am and 5.00 pm and between 9.00 am and 12.00 noon on Saturday permitted under the house rules and will not disturb the quiet enjoyment of others. No works may be carried out for the whole day on Sunday and Public Holiday
- 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.

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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.

**UNDERTAKING**

I/we have read and will undertake to abide by the by-laws stipulated in the Land Titles Strata Act and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or façade will be affected/alterd during renovation.

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

\_\_\_\_\_  
Signature & Company Stamp of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Company Stamp of Contractor

\_\_\_\_\_  
Date

Contractor's Tel : \_\_\_\_\_ Person to Contact : \_\_\_\_\_

\_\_\_\_\_  
Acknowledgment of Owner  
(if applicant is a tenant)

\_\_\_\_\_  
Date

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**- EXTRACTS FROM RESIDENT'S HANDBOOK -**

**MOVING IN / SHIFTING OUT**

16. Residents wishing to move household furniture/appliances, must inform the Council by giving at least two days notice and completing a prescribed form together with a deposit of S\$500.00 which may be used as part payments for cleaning up, repair and/or replacement resulting from any damage caused but otherwise may be refunded on completion of the moving to the satisfaction of the Council.

17. Persons moving into or out of Rose Ville are required to ensure that the movers do their work without causing any damage, nuisance or inconvenience to any of the other residents or damage to common property.

18. Removal works may be carried out only from 9.00 am to 5.00pm on weekdays, Mondays to Fridays and Saturdays 9.00 am to 12.00pm. No works may be carried out for the whole day on Sunday and Public Holiday

**REPAIRS AND RENOVATION WORKS**

1. A subsidiary proprietor wishing to repair, renovate, alter or extend his Lot must obtain the approval of the Council by giving at least seven days notice and submitting: -

- a) An application form stating the nature and extend if the works to be carried out together with all details required by the Corporation.
- b) The approval from the Building Control Authority or the relevant authority together with copies of the plans for endorsement of the Corporation; or a letter from the Building Control Authority or the relevant authority that no approval is needed.
- c) An undertaking form duly signed, together with deposit of **S\$500.00** which may used by the Council as settlement for any cleaning charges, repairs and/or replacement to damages to or loss of the property or part thereof but otherwise will be refunded on the completion of the repair renovations, alteration, extension to the satisfaction of the Council.
- d) Notwithstanding the deposit the corporation reserves the right to claim from the subsidiary proprietor any additional sum to cover the cost of cleaning charges, repairs and/or replacement to damages to or loss of the property or part thereof.

***BMSMA 2004 Section 37 (1) States that:***

Except pursuant to an authority granted under subsection (2), no subsidiary proprietor of a lot that is comprised in a strata title plan shall effect any improvement in or upon his lot for his benefit which increases or is likely to increase the floor area of the land and building comprised in the strata title plan.

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AND/OR

Individual owners should engage their own Professional Engineer to endorse their installation and to verify that it is structurally sound and safe.

2.Repairs, renovation, alteration and extension works may be carried out only from **9.00 am to 6.00pm on weekdays, Mondays to Fridays and Saturdays 9.00 am to 12.00pm. No works may be carried out for the whole day on Sundays and Public Holidays.**

3.The subsidiary proprietor shall clean up the lift and the affected areas at the end of each working day (by 6.00pm) or pay S\$50.00 per day to the Corporation for the cleaning up. Such levy shall be deducted from the renovation deposit.

4.The Council shall be entitled to impose retraction on matters, which affect the security, safety and aesthetics of the building.

5.The Council shall refuse entry to the building to any person or vehicle for purposes of repair, renovation, alteration or extension works if such repair, renovation, alteration or extension works has no approval given to it.

6.The subsidiary proprietor shall not dump rubbish or building debris down the chutes or in any property and shall clean away the rubbish/debris at the end of each working day or pay the cleaning fees to the Corporation which shall be not less than S\$50.00. The subsidiary proprietor shall carry out such repairs and renovation in accordance with the approval and any statutory approvals, and shall be responsible to make good any changes, deviation, including restoring the Lot to the original state and condition and if the subsidiary proprietor shall fail to do so, the Corporation may do so but at the expense of the subsidiary proprietor and all cost of doing shall be recoverable from the subsidiary proprietor of the amount of such cost, which cost may include consultancy or legal fees.

7.The subsidiary proprietor is to ensure that all possible safety precautionary measures are taken and shall be liable and indemnify the Corporation for all claims, damages caused to any persons and/or to other subsidiary proprietors' property, or to the Corporation's property.

8. The subsidiary proprietor is responsible for all repairs/replacements to any damage or loss arising out of his negligence or omission and the report from the Council shall be final.

9.The subsidiary proprietor shall permit the Council and/or its employees or agents to enter and inspect and/or carry out repairs, renovations, maintenance on the Lot or any part thereof or to the property or any part thereof in case of an emergency, at the time, or in any other case, at the reasonable time giving notice to any occupier of that Lot or part of the parcel in compliance with Corporation's obligations under the Land titles (Strata) Act.

10.If any of the By-Laws are breached, the Council has the right and authority to stop or prevent the subsidiary proprietor from undertaking or continuing with any moving of the household furniture or any repair, renovation, alteration or extension works.

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11. The Corporation shall not be held responsible for any loss and/or damages, actions proceedings claims, suits which may be made against the Corporation arising out these By-Laws. All charges and incidental costs and expenses incurred by the Corporation shall be borne by the subsidiary proprietor.

12. All owners who have damaged the external walls or changed the external facade of the building shall undertake to the original condition or method approved by the Management Corporation.

13. The Corporation reserves the right to bar any contractors who do not comply with rules and regulations fixed by the Corporation from entering Rose Ville, and shall not be held be responsible for any claims or damages arising from such action.

**BY-LAWS OF THE LAND STRATA TITLE ACT Duty to furnish**

**Permission to carry out alterations**

A subsidiary proprietor or occupier shall not make any alteration to the windows installed in the external walls of the subdivided without having obtained the approval in writing of the management corporation.

**Balconies**

A subsidiary proprietor or occupier shall not make any alteration or additional to any balcony of his lot without having the approval in writing or the management corporation.

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**Rates of Permit Fees (subject to changes without notice)**

Renovation/ Moval Deposit : \$500/- (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).

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**For Official Use**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Manager's Signature

Administration Fee : \_\_\_\_\_ (Inv. No. \_\_\_\_\_)

Deposit : \_\_\_\_\_ (Receipt No. \_\_\_\_\_)

Total Collected : \_\_\_\_\_ (Cash / Cheque : \_\_\_\_\_)  
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Received By : \_\_\_\_\_ Date : \_\_\_\_\_