


MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3850
APPLICATION FOR RENOVATION / MOVAL

Name of Applicant : _____
 *(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 4)

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)



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Details of the proposed work(s) is/are as follows:-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



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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 **\$1,000.00 for minor work and major work** 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.
- 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 : 9:00am to 1:00 pm
Sundays & Public Holidays : **Strictly no work allowed**

Hacking and Driling

Mondays to Fridays : 10:00am to 4:00pm

- 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.
- 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/altered during renovation.

By signing this application form I/We expressively 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 : _____

OWNER'S VERIFICATION (TO BE FILLED UP IF THE APPLICANT OF THE UNIT IS A TENANT)

I, _____ owner of blk _____ unit _____ acknowledge my tenant's application for the renovation works stated in this application.

Signature of Owner Date



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EXTRACTS FROM BY LAWS

Renovation Works

1. General

- i) A Subsidiary Proprietor / Resident intending to carry out any renovation, alterations or additions to a Unit; application to the Management must be submitted before carrying out any of the said works. Application for renovation works can be made in the prescribed forms, that is Form R1, together with Form R2 and R3 (See Appendix 1). All relevant documents such as plans / sketches and approvals from the relevant authorities (if necessary) must be submitted together with these application forms.
- ii) The Subsidiary Proprietor / Resident must notify the Management on the commencement date of such work together with a work schedule seven (7) days prior to the commencement of work.
- iii) The Subsidiary Proprietor / Resident shall ensure that works to be carried out will not in any way affect the structure of the Unit or the Common Property.
- iv) No works are allowed to carry out unless all necessary submissions are endorsed by the Management. However, such endorsement does not constitute approval from the Building Authorities. The Subsidiary Proprietor / Resident must bear full responsibility to ensure compliance with the Building by-laws, and other regulations from the relevant authorities that may be introduced and applicable from time to time.
- v) Due care and caution must be exercised at all times to ensure no disturbance, nuisance or annoyance is caused to other Residents.
- vi) Due care must also be taken to ensure that no objects or materials are placed in such a way that it may endanger the safety of other Residents or member of the public.
- vii) The Subsidiary Proprietor / Resident is required to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not it arose from the negligence of the Subsidiary Proprietor, Contractor or any of their servants or agents.
- viii) The Subsidiary Proprietor / Resident shall ensure that there are no illegal workers being deployed to carry out renovation works in their premises.

2. Type of work

The Subsidiary Proprietor's / Resident's appointed contractor and its listed subcontractors ("Appointed Contractor") can only carry out the type(s) of work specified in the Permit from the Management to the Subsidiary Proprietor / Resident.



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3. Permitted Hours

Work can only be carried out within the following times:

Mondays to Fridays - 9:00am to 5:00pm

Saturdays - 9:00am to 1:00pm

No work is allowed on Sundays and Public Holidays.

The Subsidiary Proprietor / Resident is to write-in to the Management three (3) working days prior to the work seeking approval, should there be a need to carry out work beyond the specified hours in Clause (3a). The scope of work to be carried out must not affect the quiet enjoyment of other Residents.

4. Security Deposit

When a Subsidiary Proprietor / Resident submits an application for renovation works, he is required to place a refundable deposit of S\$1,000.00 made payable to: **"MCST 3850"**

Subject to the Management being satisfied that the Subsidiary Proprietor / Resident has complied with all conditions stated herein and that the completed renovation works have not caused any damage to the Common Property, the deposit will be refunded to the Subsidiary Proprietor / Resident free-of-interest.

In the event of any damage is made, the Subsidiary Proprietor / Resident shall be fully liable to rectify them within **seven (7)** days from notice served by the Management. Failing which, the Management reserves the right to make good the damage, deduct the rectification costs from the deposit and recover any remaining costs from the Subsidiary Proprietor / Resident. The deposit shall be forfeited if any of the conditions herein are not complied with.

Once the Management has approved the Subsidiary Proprietor's / Resident's application for renovation works, a permit for renovation will be given to paste outside their Units. This permit can only be removed towards the end of the renovation period.

The Subsidiary Proprietor / Resident is advised to check with the Management before releasing the final payment to their Appointed Contractor.

The Subsidiary Proprietor / Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the renovation.



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5. Renovation / Repair Works

- i) The Subsidiary Proprietor / Resident shall be responsible for the conduct and behaviour of his Appointed Contractor and his workman while in the Development.
- ii) The renovation works must be carried out within the Subsidiary Proprietor's / Resident's Unit. Under no circumstances are works allowed to carry out in the Common Property. The workers shall not loiter in / around the Common Property.
- iii) Any worker found misbehaving or refusing to comply with the procedures shall be evicted from the Development and barred from future entry.
- iv) All contractors and sub-contractors shall ensure that all their foreign workers hold valid work permits.
- v) A valid public liability insurance policy with sum insured of \$1 million in favour of the Management shall be provided for the duration of the renovation work if the Subsidiary Proprietor / Resident is to carry out any renovation works.

6. Protection to Common Property

- i) The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor takes all necessary precautions to protect the Common Property (particularly the lifts, passageways leading to the Unit) during their renovation period.
- ii) Protection covers must be provided by the Subsidiary Proprietor / Resident or his Appointed Contractor at their own expense.
- iii) Any damage to the Common Property shall be rectified by the Subsidiary Proprietor / Resident at their own expense. Failing which, the Management shall do good the said damages and deduct the repair cost from the deposit. In the event of the deposit being insufficient to meet the Management' claim, the difference between the said deposit and the amount claimed by the Management will be recovered from the Subsidiary Proprietor / Resident concerned. All Contractors are required to clean up the dirt / debris / stains created / caused on the Common Property during renovation on **daily basis**.

7. Removal of Debris

- i) All Appointed Contractors are required to remove their own debris from the Development daily or at such intervals as directed by the Management.
- ii) If the debris is not removed at such intervals as stated above, the Management may proceed to engage other workmen for the removal and the cost arising therefrom will be recovered from the Subsidiary Proprietor / Resident. Deduction will be made from the deposit at the rate of S\$500.00 per lorry load calculated to the nearest whole load per occasion. The labour cost shall be calculated at the rate of S\$150.00 per workman per day.



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iii) The Management or his workmen shall not be responsible for any loss of stocks, goods, parts, etc. whilst carrying out such clearance.

iv) Any shortfall in the amount recoverable shall be billed to the Subsidiary Proprietor / Resident as maintenance contribution arrears.

v) Disposal of debris / renovation garbage through the waste pipe or refuse chute is strictly prohibited.

8. Obstruction to Common Passage, Fire Escape, etc.

The Subsidiary Proprietor / Resident shall ensure that all renovation materials are stored within his Unit as any obstruction to the common corridors, fire escape routes, etc. shall be immediately cleared away by the Management. All costs incurred shall be charged to the Subsidiary Proprietor / Resident concerned.

9. Cleanliness

The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor maintains the general cleanliness of the Common Property used by their workers. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.

10. Lift

i) The Subsidiary Proprietor / Resident shall ensure that adequate protection are taken to protect the lift walls, flooring and fittings (including the provision of appropriate protection covers at his own expense) when using the lift for carrying out any works. The maximum allowable door height is 2.1m.

ii) No heavy machinery is allowed in the lift and the Subsidiary Proprietor / Resident shall ensure that there is no overloading of the lift. The maximum allowable weight is 750kg for passenger lift (11 persons).

11. Electricity

All installation works carried out shall comply with the latest rules & regulations as according to the Singapore Standard and Code of Practice and shall be governed by all relevant regulations on electricity supply.

No upgrading / downsizing of electricity supply is allowed to be carried out unless detailed drawings are submitted by the Subsidiary Proprietor and approved by the Management and its Licensed Electrical Engineer. Such upgrading / downsizing works must be carried out by the Project Electrical Contractor. The cost will be borne by the Subsidiary Proprietor concerned.



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13. Air-Conditioning Units

No installation of air-conditioning's condenser unit is permitted unless written permission is granted by the Management.

14. Shifting of Intercom Handset

Relocation / modifications of the intercom handset may affect the functional/operational performance of the handset and the main system, thus affecting other Units; hence relocating / modification is not allowed. The Subsidiary Proprietor / Resident concerned will be responsible for all reinstatement cost should the intercom equipment be tampered with.

15. Replacement of Floor Tiles and Other Alteration and Addition at Wet Area

The bathrooms, kitchen, and flat roof are designated as wet area, and a layer of waterproofing membrane is laid below the tiles of all wet area. In order to prevent possible water leak to the ceiling of the immediate lower floor Unit, Subsidiary Proprietors / Residents are advised not to replace the floor tiles at wet areas. Any alteration affecting the waterproofing and resulting in leakage to the lower floor Unit shall be rectified by the Subsidiary Proprietor / Resident concerned and at their own cost.

16. Control of External Facade

i) The installation of grilles for the windows and doors of the Unit shall be for security purposes only. To maintain the aesthetics of the building facade, all Subsidiary Proprietors / Residents who wish to install door, window and balcony grilles are to follow the design, colour and specification by the Management and make application to the Management for approval.

ii) Grilles should be fixed on the internal side of the windows for window grilles, and within the strata boundary line for the main door and yard so that no Common Area will be encroached.

iii) The main door shall not be changed, painted or varnished with other colours that are not the same with the existing type or colour.

iv) For installation of grille gate (at the main entrance) and the enclosure for yard area (other than with grilles), Subsidiary Proprietors / Residents are advised to obtain prior approvals from the relevant authorities as such works may affect issuance of the Certificate of Statutory Completion (CSC) for the entire project. A copy of such approval must be submitted to the Management before the commencement of any works.

17. Others

i) The Subsidiary Proprietor / Resident shall allow any authorised officer of the Management access to their Unit during renovation for checking purposes and ensuring no unauthorised work has been or is being carried out. The authorized officer is at liberty to take photographs of any unauthorised renovation works in the Unit for their perusal.



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ii) The Management has absolute discretion to reserve all rights to reject any application and revoke any approval / permit granted. The Management shall not be liable for any cost or damage arising from the rejection of any renovation application or the revocation of any approval / permit.

iii) Subject to the prior written consent of the Management and the approval being obtained from the relevant authorities, repair, renovation, alteration or additional works are to be carried out by the Subsidiary Proprietor / Resident at his own cost and expense and under the following conditions.: -

No hacking of any walls, beams, slabs, columns and any structural members;

- 1) no hacking of any walls, beams, slabs, columns and any structural members;
- 2) no re-location of the water and sanitary system;
- 3) no re-running of the electrical system;
- 4) no alterations or re-location of the terrace, doors and doorways;
- 5) no raising of the floor level or increasing the total load of the floor;
- 6) no sunshades or awnings of any design or shape;
- 7) no permanent or retractable clothes hanger / awnings.

iv) No pneumatic drills are permitted for any renovation works. Not more than two electric drills are permitted at each occasion

v) Precaution should be taken against damaging any concealed electrical wiring, water piping, air-conditioning piping, any other piping and floor slabs. It is the responsibility of the Subsidiary Proprietor / Resident and his Contractor to ensure such pipes and wiring are not damaged during their renovation works.

vi) Installation of air-conditioning units is only permitted in areas designated for such installations. Except for the foregoing and unless approved in writing by the Management, no Subsidiary Proprietor / Resident shall install any wiring for electrical or telephone installations or install any machines or air-conditioning units or other equipment or appurtenances whatsoever on the exterior of the Unit or Building or protruding through walls, windows or roofs thereof, whether or not visible from the outside of the Building.

vii) The Management shall have the authority to demolish or remove any unauthorized additions or alterations to the Unit after giving **fourteen** (14) days' written notice to the Subsidiary Proprietor / Resident concerned. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Subsidiary Proprietor / Resident 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 any legal costs incurred by the Management therefrom on an indemnify basis.

viii) Where the works undertaken poses a danger to lives or building, the Management has the right to terminate the said work immediately.

ix) If any of the above rules is breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works and demand the Subsidiary Proprietor / Resident to make good damage (if any) at his own cost.



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House Moving & Bulk Delivery

1. Prior Notice

The Resident shall give seven (7) working days' notice prior to any house moving; submit the prescribed application form to the Management. Please refer to Appendix 2.

2. Permitted Hours

House Moving can only be carried out within the following times: -

Mondays to Fridays - 9:00am to 5:00pm

Saturdays - 9:00am to 1:00pm

Sundays / Public Holidays - Not Allowed

The Resident shall obtain written consent from the Management in the event of a need to carry out the house moving beyond the specified hours in the above clause 2(a) and provided that the works do not affect the quiet enjoyment of the other Residents.

The Resident shall paste the Permit granted by the Management outside their Unit on the day they are to carry out their moving works.

3. Security

i) The Resident shall be responsible for the conduct and behaviour of his movers and its workers while in the Development.

ii) The workers of the movers shall not loiter around the Common Property.

iii) Any worker found misbehaving or refusing to comply with the above-mentioned shall be evicted from the Development and barred from future entry.

4. Lift

i) The Resident shall ensure that adequate protection is given to the lift walls, floor and fittings (including the provision of appropriate protection at his own expenses) when using the lift for carrying out the works.

ii) No overloading of lift is allowed. The maximum allowable weight is 750kg (11 persons) for passenger lift and the maximum allowable door height is 2.1m.

5. Cleanliness

i) The Resident shall ensure that his movers and their workers are to maintain the general cleanliness of the Common Property at all times. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.

ii) No debris is to be disposed on the Common Property. All debris must be removed from the Development upon completion of works at the end of each day.



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6. Refundable Deposit

When submitting the application for house moving, the Resident shall pay a refundable deposit of **S\$1,000.00** to the Management make payable to "MCST 3850" refunded, free-of-interest to the Resident subject to compliance with the conditions stated herein, and to all claims due to damage to the Common Property arising out of or in the course of the execution of the works. In the event of the deposit being insufficient to meet the Management's claim, the Resident and the company in which he is acting on, shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.

The Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the house moving period.

7. Movers' Vehicle Size

No vehicle exceeding the maximum height of 2.1m is allowed to enter the Development.

8. Others

Resident is to ensure that their furniture, furnishings and other ornaments items are accessible to the lifts and staircases prior to moving in / out of the Development. The Management will not be held responsible for such items which are unable to be shifted in / out or left unattended on the common areas.

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.



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Rates of Deposit Fee

1. Renovation : \$1000.00

Refundable after 30 days from date of completion or request for refund of deposit, refundable subjected to all debris are removed and no damages are caused upon the Application of Refund.

2. Moval : \$1000.00

Refundable after 30 days from date of completion or request for refund of deposit, refundable subjected to all debris are removed and no damages are caused upon the Application of Refund.

Note: Cheque made payable to **MCST 3850**

For Official Use:

Supervisor's Signature

Manager's Signature

Deposit : _____

Adminstrative Fee/Lift Padding : _____

Total Collected : _____ (Cash / Cheque : _____)

Official Receipt No. : _____

Received By : _____

Date : _____



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CHECKLIST FOR RENOVATION / MOVAL*

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

BEFORE WORK COMMENCE

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles, Driveway
- Others, if any: _____

Name & Signature of Inspector : _____

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance of Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Others, if any: _____ Signature of Inspector: _____
- Proper protection to be present, such as hogging, floor protection (plywood or cardboard), barrication, etc.

Name & Signature of Inspector : _____

DURING PROGRESS OF RENOVATION

Date of Inspection : _____ Time of Inspection : _____

- Whether any beam or column being altered or damaged? If yes, specify: _____
- Window grilles and frames to be in a colour complying with the bylaw
- Condensers sited at kitchen wall
- Refuse Hopper not to be altered or removed
- Bathroom & wet area water proofed
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the structural level
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstate to match existing exterior surfaces
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hogging, floor protection (plywood or cardboard), barrication etc

Name & Signature of Inspector : _____



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CHECKLIST FOR RENOVATION/MOVAL*

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

AFTER WORK COMPLETED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles & Driveway
- Reinstatement to damages (if any) completed

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed

INTERNAL OF UNIT

S/N	Description/Checklist	Yes	No	Remark
1	Any painting/tiles on exterior walls. If yes, please specify.			
2	Main door/Service door any alteration. If yes, please specify			
3	Any unauthorised hacking or drilling of structural walls. If yes, please specify			
4	Any unapproved window grille design installed. If yes, please specify.			
5	Any unapproved window film installation. If yes, please specify.			
6	Any hanging or colored lights in balcony, If yes, Please specify.			
7	Any removal of toilet bowl or flooring in toilet. If yes, please specify.			
8	Any unapproved door grille installation. If yes, please specify.			
9	Any installation of shoe rack in common corridor. If yes, please specify.			
10	Any change of position in intercom unit/air-con units. If yes, please specify.			
11	Any loft installation. If yes, please specify.			
12	Any trucking of cable or unauthorized items installed outside the unit. If yes, please specify.			

Others, if any:

Name & Signature of Inspector:

Approved for refund : [YES] [NO]
(Circle where applicable)