



**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2871**

**APPLICATION FOR RENOVATION / MOVAL**

Name of Applicant : \_\_\_\_\_  
\*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 5)

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 **\$2,000.00 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 the following allowed period and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /12.00pm (Saturday).

Mondays to Fridays : 9:00am to 5:00pm  
Saturdays : 9:00am to 12.00pm  
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.
- 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.



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- 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
- 19) We undertake to abide by the Standing Orders laid down by the Management Corporation, and we also agree:  
To pay S\$50.00 from the deposit each time when the Management Corporation finds the lift and lobby at the ground floor is not cleaned or debris not cleared by our workers after 5 pm.  
To bear the full compensation of any damage to the common property during the moving period.
- 20) We understand that the Management Corporation must be notified at least TWO (2) days in advance before the commencement of the moving in/ moving out, failing which the Management Corporation may refuse us entry into the Estate.



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**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/alterd 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

1. Repairs/renovation works may be carried during the working days of

Mondays to Fridays between 9.00 a.m. to 5.00 p.m.

Saturdays between 9.00 a.m. to 12.00 noon.

2. No repairs/renovation works may be carried out on Sundays and Public Holidays.

All deliveries and removals must be reported at the Guard House prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purposes, which cannot be verified.

The contractors shall ensure that adequate protection is given to the lift wall and flooring when conveying furniture and fittings to and from the apartment unit.

Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience residents. Packing and crating materials must be removed and disposed of and removed from the condominium by the residents on the same day as they are being brought in. Lifts should not be held for an unnecessarily long period of time and not longer than 2 minutes at a time.

Unwanted materials, debris, etc. should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the residents concerned.

Residents shall be responsible for the proper conduct and behaviour of their appointed contractors. Any damages 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.

Residents are required to place a refundable deposit of S\$2,000.00 with the Management submitted together with the Application form for Renovations. Cheque must be made payable to "MCST 2871". Deposit will be refunded free of interest subject to deductions by the Management Corporation for any costs incurred to remedy any damages caused to the common property by the contractor/resident.

#### 3. APPROVAL FROM BUILDING CONTROL DIVISION (IF REQUIRED)

Before commencing renovations, the subsidiary proprietor shall obtain the approval of the Building Construction Authority.

#### 4. LOADING / UNLOADING

Building materials comprising sand, bricks, tiles, cement etc are to be unloaded at designated spot (Loading & Unloading Lot) on the Estate. Subsequently, all vehicles must be moved to the nearest car park immediately after unloading. All building materials unloaded at site must be removed to the premises immediately.

All building materials are to be properly stacked at places not obstructing free passages, fire exits, plant/equipment rooms, car parks and turf areas, otherwise, the Corporation will remove these at your expense.



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### 5. DISPOSAL OF DEBRIS

To ensure the proper disposal of all debris, the Contractor undertakes to place them in gunnysacks or plastic bags (to be provided by the Contractor) before disposing them out of the Estate. No debris or building materials are to be left unattended to at any common area/s within the Estate at all times.

The Contractor undertakes to remove all debris / building materials from the Estate IMMEDIATELY after all debris and building materials are properly packed. The contractor also undertakes to sweep and clean the common property immediately after each day of work. If this is not done, the Corporation will carry out the work at your expense.

### 6. USAGE OF LIFTS

In transporting building materials to the premises, the Contractor requires the use of lifts, the Contractor shall ensure that the lift paddings and protection to lift doorframe are in place before making use of the lifts. Only one lift is to be used for delivery of goods and building materials and it must not be overloaded at any one trip.

All transportation of materials and debris by means of the lifts shall be carried out from 10.00 am to 4.00 pm. Usage of the lifts is strictly prohibited for such purposes thereafter. The contractor also undertakes to sweep and clean the lift and the lobby **immediately** after use.

### 7. DAMAGES

You are to ensure that your contractors do not cause damage to the structural elements of the building or private and common properties; otherwise, you are liable to make good the damage at your expenses.

Precautions shall be taken to prevent objects and workers from falling during the course of the works. In this respect, you are advised to ensure that your contractors have taken up the appropriate insurances (e.g. Workmen Compensation, Public Liability).

### 8. ADDITIONS AND ALTERATION TO STRATA TITLE UNITS AFFECTING EXTERNAL APPEARANCES

A resident shall notify the Management of the Management in writing of any proposed renovation work that will alter or affect the external facade of the Condominium.

In general, the Owner shall not install or remove any fixtures which will affect / alter the external appearance of the Condominium. This restriction includes the installation of aircon compressors on the balcony wall which are visible from the outside.

### 9. INSTALLATION OF AIRCON COMPRESSORS

Air-conditioning units must be fixed with water discharge pipe into individual toilets / balconies. There shall be no water dripping onto the common area.

All new and re-positioning of air-conditioning compressors must be clearly and correctly indicated on plans with elevations. All details about the compressor(s) must also be indicated on the plans.



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No air-conditioning unit shall encroach onto common property and they shall not be visible from the outside, including the external wall on the balcony

All new and re-positioning air-conditioning approved by the M.C. must be installed by trained workers and to comply with the Building Control Act to ensure that air-conditioners have proper support.

Split unit air-conditioning units may be installed but the compressors, condensing units, ducting and wiring shall not be installed on the external walls and not in such a manner as to be exposed to the outside.

The installation shall not create excessive noise and/or heat nuisance, which would affect other residents. Where necessary, a Professional Engineer Certification shall be produced.

### 10. INFRINGEMENT AND PENALTY

In the event the debris is not cleared or any of the common property damaged, the Corporation reserves the right to remove the debris and the cost of such removal or repairs shall be deducted from the deposit. Provided that nothing herein is to be construed as limiting the liability of the Contractor and the Management reserve the right to sue for full cost of the removal and repairs.

Any structure found erected not in accordance with the application shall be deemed to be unauthorized.

The Owner and Contractor warrant that the works to be carried out will not in any way affect the structure stability of the premises, cause any leaks / spalling concrete, damage to private or public property whether or not it is in the owner-ship of Management Corporation Strata Title: 2871.

The Owner and Contractor shall undertake to indemnify the Corporation against any claims, damages, injuries, legal proceedings or suits arising from such Owner, Contractor or any of their servants or agents.

**11.** Subject to the prior written consent of the Management and subject to approval being obtained from the relevant authorities, repair, renovation, alterations or extension works may be carried out by the Subsidiary Proprietor at his cost and expense and under the following conditions:

- (a) No hacking of any walls, beams, slabs, columns and any structural members.
- (b) No re-location of the water and sanitary system.
- (c) No re-running of the electrical system.
- (d) No alterations to or re-location of the windows.
- (e) No alterations to or relocation of the balconies or doors and doorways.
- (f) No raising of the floor level or increasing the total load of the floor.
- (g) No sunshades or awnings of any design or shape.
- (h) No permanent or retractable clothes hinder/awnings.





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(I) THE INSTALLATION OF RAILINGS OR GRILLES FOR THE WINDOWS, DOORS, OR ANY PART OF THE LOT SHALL BE DONE ONLY FOR THE PURPOSE OF SECURITY AND ACCORDING TO THE EXISTING COLOUR SCHEME AND APPROVED DESIGN ( PLEASE CHECK WITH MANAGEMENT ).

(j) The installation of the lights at the main entrance of each strata title lot shall be ceiling mounted and shall not of incandescent bulb or neon light.

1.	Transporting materials & debris outside 10am- 4pm -	\$50.00 per occasion
2.	Dirty the lift and lift lobbies	\$50.00 per occasion
3.	Failure to remove debris from estate	\$100.00 a day
4.	Damaging of common property	at cost of repair
5.	Failure to stop work at 5.00 pm (Without approval) -	\$150.00 per occasion
6.	Working on Sunday and Public Holiday (Without approval)	\$200.00 per occasion

Note: The above are some of the demerits factors and the Corporation reserves the right to include into the list when the need arises.

Any damage to neighbouring units will result in Management holding on to deposits until such rectification work is completed and should the cost of rectification works exceed the amount of the deposit, the Owner is required to top up his renovation deposit.

### BULK DELIVERY AND HOME REMOVAL

a. Definitions

“ House Removal “ - the moving and transportation of furniture, furnishing, fittings, appliances, equipment and other possessions to and as well as from the lot.

b. Prior notification

The applicant shall submit to the Management the prescribed application form 7 days' prior to any house removal.

c. Bulk deliveries and house removal may only be carried out during the following hours :

Monday to Friday : 0900 hrs - 1700 hrs  
Saturday : 0900 hrs - 1200 hrs

Sunday and Public Holiday: Strictly no removal activity allowed

The applicant shall obtain prior written approval from he Condominium Manager in the event of a need to carry out work beyond the hours specified above and provided the work does not affect the peaceful environment of the occupants.

d. The applicant shall pay a refundable deposit of S\$ 500.00 (payable to "MCST 2871" or to the Management Corporation when constituted).



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- e. The Deposit shall be refunded free of interest after the Management Corporation is satisfied that there was no breach of the Management Corporation's house rules or whatsoever in respect of such works which have been duly discharged.
- f. I undertake that in the event of any damage caused to the common property as defined in the Building Maintenance & Strata Management Act 2004 arising from my contractors or his agents, the said deposit shall be used to offset all damages due to the Management Corporation. The balance of the deposit shall be refunded to the owner. In the event that the damage exceeds the deposit, I agree to compensate the Management Corporation in full for the difference and such compensation shall be made within FOURTEEN (14) days from the date of notice from the Management Corporation.
- g. All workers of the applicant's company and that of its listed sub-contractors shall inform and register with the security staff at the Guard House of their intention to enter the estate unit to carry out the work.
- h. I agree to comply with all rules and regulations to Moving In/ Moving Out as stated in the By-Laws.

### 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 Permit Fees (subject to changes without notice)**

**Renovation Deposit : \$2000.00**

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

Note: Cheque made payable to 'MCST 2871'

**For Official Use:**

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

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

Deposit : \_\_\_\_\_

Adminstrative Fee/Lift Padding : \_\_\_\_\_

Total Collected : \_\_\_\_\_ (Cash / Cheque : \_\_\_\_\_ )

Official Receipt No. : \_\_\_\_\_

Received By : \_\_\_\_\_

Date : \_\_\_\_\_



**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2871**

**CHECKLIST FOR RENOVATION/MOVAL\***

Blk & Unit No: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Time of Inspection : \_\_\_\_\_

**BEFORE WORK COMMENCED**

**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 (plywoods 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 reinstated 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 (plywoods 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

Table with 5 columns: S/N, Description/Checklist, Yes, No, Remark. Contains 12 rows of inspection items.

Others if Any: