

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2958
MOONSTONE RESIDENCES

APPLICATION FOR RENOVATION / MOVAL

Name of Applicant(s) : _____
*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 6)

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

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
- Lying of floor tiles over existing floor finishes using tile adhensive 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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RULES AND REGULATIONS FOR RENOVATION

1. Residents must comply and submit the following documents to the Management Office for approval **at least 7 working days** in advance before commencing on any Additional/Alterations works:

a) The approval letters from BCA or other relevant government authorities together with a copy of the approved plans where application are to be attached.

2. Residents shall not erect in their units any additional structures or make any alterations without the prior written permission 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 or her to remove the same and all cost 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 damages in respect of such demolition or removal including legal cost incurred by the Management on a solicitor-and-client basis.

3. Residents who wish to install metal grilles for the main entrance door at the living room, windows and yard area, are to follow the preferred designs proposed by the Architect. The proposed designs and material drawings are available from Management. (Please refer to Appendix A)

a) Any grille/gate shall be fixed with the Strata boundary of their respective unit without encroaching into the common property. Grilles for the windows must be installed behind the existing window panels of the unit but not on the external facade of the building for uniformity and aesthetic reasons.

b) Drilling on floor tiles, walls or any other surfaces within the common property is strictly prohibited.

c) The installation of grilles for the door and windows shall obtain approval from the Management. The approved sample shall be submitted to the Management for approval.

Kindly request your renovation contractors to abide by the above guidelines. If in doubt, please consult the Managing Agent for further clarification.

4. Residents are required to place a deposit of SGD\$ 1000.00 with the Management before the commencement of any work. The deposit upon completion of renovation and subject to the joint inspection between the Management and unit owner as per clause 11

5. All cheques shall be crossed and made payable to: **Management Corporation Strata Title 2958 (MCST 2958)**. No cash payment would be accepted.

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6. Renovation works shall be carried out on the following days and hours :

	Hours to carry out renovation works
Monday-Friday	: 9.30am to 5.00pm
Saturday	: 9.30am to 12.00pm
Sunday & Public Holidays	: Strictly No Works To Be Carried Out

7. Residents must exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to their neighbours.

All contractors must report at the security guardhouse to obtain identification cards, and to wear their cards at all times. Foreign workers are required to present the original and valid work permit issued by MOM.

8. Commencement/Supervision of Works

- a) No works are to be carried out unless application form been completed and approved by the Management. The approval from BCA or other relevant government authorities where applicable, are to be obtained prior to the commencement of works.
- b) The endorsement of the Management does not constitute an approval of the government authorities.
- c) The owners must bear full responsibility to ensure compliance with all existing building legislation and regulations relevant to each type of work.
- d) Residents are responsible for the works of their authorised occupants, contractors, sub-contractors and their workers. Appropriate measures must also be taken to prevent any possible damage to any property and injury to other owners or any third parties
- e) Residents are responsible for the proper supervision of their contractors and ensuring full compliance with all terms and conditions governing A/A works.
- f) A/A works must be carried out entirely within the Residents' unit and under no circumstances, storage, hoarding and preparatory works are allowed within the common areas.
- g) No structural elements of the building may be tampered with under any circumstances. Where in doubt, please consult the Managing Agent.

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- h) No pneumatic hacking/drilling is permitted.
- i) Precaution must be taken against damaging concealed electrical wiring, air-conditioning piping and sanitary/plumbing pipe work.
- j) Precaution must be taken to prevent any damages to the floor slab and/or waterproofing membrane. Resident is fully responsible for any leakages and damages down to the lower units arising from their renovation works.
- k) Any alterations to the existing doors and windows at the external facade must be approved with a written approval from the Management.

9.Cleaning/Protection of Common Property

- a) To prevent chokage of pipe in common property, workers are not allowed to use the public toilets for cleaning and washing of tools.
- b) Adequate protective covering should be provided from the elevator to the entrance of the owners' apartment to prevent workers from dirtying the common areas during A/A works.
- c) Protective measures should be taken when moving heavy furniture/equipment to prevent possible abrasion/scratch/damage to the lift lobby and common areas.

10.Delivery & Storage of Materials/Goods

- a) Loading and unloading shall be carried out at locations designated by the Management.
- b) No storage space will be provided on site. All articles/materials must be stored within the unit. Please note that no temporary storage at the common property is permitted and the Management shall not be liable for any loss or damage caused to their materials/equipments during the A/A works.

11.Inspection by the Management

- a) Upon the completion of the A/A works and prior to processing of the refund of renovation deposit, residents must make arrangement with the Management for a joint inspection to ensure that the A/A works did not cause any damage to the common property.

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b) In the event that any damage is found, the owner shall be fully liable to rectify them to the satisfactory of the Management within seven (7) days from the date of notice served by the Management. Failing which, the Management reserves the right to make good the damages and deducting the rectification costs from the deposit, and recover any remaining costs from the owner.

c) In the event of any unauthorised works, the Management reserves the right to demand for the demolition or physical removal of the works and recover from the owner, all costs and expenses incurred in this connection.

12. Bulk Delivery, Moving In And House Removal

Bulk delivery, moving in and house removal should be carried out from the following days and hours:

	Hours to carry out
	Bulk Delivery/ Moval works
Monday - Saturday	: 9.30am to 6.00pm
Sunday & Public Holidays	: Strictly No Works To Be Carried Out

13. Residents and their contractors are reminded to inform the Management of their schedules **at least two (2) weeks** in advance using the prescribed application form. The applicant shall ensure that the appointed contractor or the applicant pay a deposit of **SGD\$500.00** which will be refunded, without interest and subjected to the compliance with all the conditions stated herein and to all claims by the Management for damage to the common property and properties of the Subsidiary Proprietors in the building. In the event of the deposit being insufficient to meet the claim of the Management, the applicant and the contractor shall compensate and pay to the Management the difference between the said deposit and the amount that claimed by the Management. The deposit shall be forfeited if any of the conditions stated herein are not complied with.

14. All deliveries, moving in and house removals must be reported at the security guardhouse prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry to any unknown personnel for purposes that cannot be verified.

15. All contractors must report at the security guardhouse to obtain the identification cards, and to wear their cards at all times.

16. Workmen carrying out delivery, moving in or house removal should use only designated lift and staircase so as not to inconvenience other residents. Bulky items including packing and crating materials must be removed and disposed off from the common property by the residents on the same day they are being brought in.

17. Residents are not allowed to utilise the water/electricity supply from the common areas.

18. Furniture, unwanted materials, debris, etc. should not be left in the corridors, lift lobbies, fireescape staircases or any other common areas in the building. Otherwise, the Management will remove them and the cost will be charged to the resident concern.

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19. Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries, moving in or house removal works and clean up any part of the common property soiled or stained by his/her contractor's workers.

20. Residents are responsible for the 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 repaired at the expenses of the resident concerned.

21. Mover/delivery vehicles must not cause any obstruction to other vehicles when parked in the car park and/or driveway.

UNDERTAKING

I/we have read and will undertake to abide by the by-laws stipulated in The Building Maintenance And Strata Management Act (No. 47 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we further declare that no work shall be carried out on the common property and the facade of the building shall not be altered.

By signing this application form I/we expressively 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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Rates of Permit Fees (subject to changes without notice)

Renovation Deposit \$1000/- (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).

Bulk Delivery /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).

For Official Use

Supervisor's Signature

Manager's Signature

Deposit : _____ (O/R No. _____)
Total Collected : _____ (Cash / Cheque : _____)
=====

Received By : _____ Date : _____

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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

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 unauthorized 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)

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