

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2411

APPLICATION FOR RENOVATION / MOVAL

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

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 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

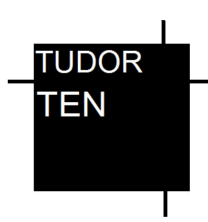
- () Installation of air-conditioning () Window Unit () Split Unit
Installation of aircon to comply with the new regulation imposed by the BCA-refer to attached letter
() addition and alteration to electrical layout

OTHERS

- () Moving *in / out
() Renovation involving common area (specify: _____)
() others : _____

Commencement : From _____ To _____

NOTE: 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)



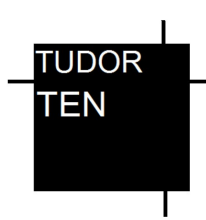
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BY-LAW & RULES FOR RENOVATION

The Residents shall:-

1. Not erect, make, maintain or suffer to be erected made or maintained in the building or property or any lot thereof any addition, erection or improvement (be it temporary or permanent) or make or suffer to be made, any material change whatsoever to the building or property except with prior written approval of the Management. The Management shall have the right and authority to demolish such unauthorized additions, obstructions or structure or any part thereof so erected after giving thirty (30) days written notice to the Residents requesting them to remove the same and all costs and expenses incurred in respect of such removal or demolition shall be borne by the Resident(s) in question.
2. Not carry out alterations or omissions to any part of the internal structure of his lot, viz: walls, columns and beams, which may weaken or cause instability to the building. Residents committing a breach of this Estate House Rule shall be fully responsible and liable for all consequences.
3. Not erect any external awnings, shades, screens, venetian blinds, grilles, windows, roof structure, external decking, enclosure of balcony, radio/television antenna or any other external structures or make any additions and alternations to the windows, balconies, external façade or exterior openings without the prior written approval and in accordance with the design and specifications approved by the Management.
4. Not to change the colour scheme of the external façade.
5. Not to cause renovation or bulky waste to be deposited on the Common Property. Residents are advised to ensure that all renovation debris be removed by their own contractors.
6. To submit at least seven (7) days in advance to the Management prior to commencement of any retrofitting/renovation works the Application Form together with the relevant plans and drawings for consideration. No work can commence unless approved by the management and after the renovation deposit has been paid to the Management.
7. Before carrying out any renovation, alteration or additions to a unit, a resident is required to apply for approval from the Management and to place a cheque deposit of **\$1000/-** made payable to **The Management Corporation Strata Title No. 2411**. The deposit shall be refunded after the Management is satisfied that the resident or his/her renovation contractors have not damaged any common areas, left debris or caused any inconvenience to the building for which the Management would have to incur cost to rectify.

Should the expenses of such rectification exceed the deposit amount, the resident concerned shall be liable to pay the difference. The renovation deposit shall be refunded to the resident / contractor free from interest should there be no outstanding matters.

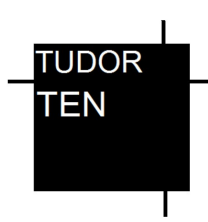


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8. Renovation and moval works shall be carried out on the following days and hours :

Day	Time
Monday-Friday	9.00am to 5.00pm
Saturday	9.00am to 1.00pm
Sunday & Public Holidays	No works to be carried out

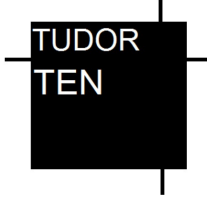
9. All renovation contractors must report at the security check-point prior to the work being carried out, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
10. All renovation workmen must report to the security check-point to obtain identification passes and he/she must wear their pass at all times whilst in the Estate. Security personnel have the right to question any person found in the Estate without a pass.
11. All renovation, packing and carting material must be removed and disposed off by the resident / contractor on the same day as they were brought in. Otherwise, the Management will have the right to get third parties to clean/clear up at the cost will be borne by the resident.
12. Residents are not allowed to tap water/electricity supply from the common areas.
13. Residents must ensure that adequate measures are 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 damage to the building and or its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the owner/resident concerned.
15. All applications for approval of renovation works and payment of deposit should be submitted to the Management Office / Guard House during office hours. Application must be submitted in the prescribed form which may be obtained at the Management Office / Guard House. All applications must be accompanied by copies of all relevant plans, designs and approvals obtained from relevant authorities in respect of the intended renovation.
16. Contractors shall be fully responsible for any damages to the common property caused by their workers. Such damages shall be made good to the satisfaction of the Management Corporation within 7 days. Failing which the Management Corporation has the right to make good the damages and deduct the cost from the deposit without prejudice to the Management Corporation's right to recover the remaining costs from the contractor. The deposit is refundable, free of interest, upon completion of the works to the satisfaction of the Management Corporation.



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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 \$1000/- 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 \$1000/-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 1.00 pm on Saturday permitted under the by-law and will not disturb the quiet enjoyment of others.
- 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.

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 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

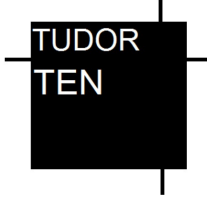
Date

Contractor's Tel : _____ Person to Contact : _____

Acknowledgment of Owner
(if applicant is a tenant)

Date

Renovation/ Moval 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).



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2411

For Official Use

Supervisor's Signature

Manager's Signature

Administration Fee : _____ (Inv. No. _____)

Deposit : _____ (Receipt No. _____)

Total Collected : _____ (Cash / Cheque : _____)
=====

Received By : _____ Date : _____