

**APPLICATION FOR RENOVATION**

Name of Applicant(s) : \_\_\_\_\_  
 \*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 10)

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 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 louver / 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**

- 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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**Renovation Works** (Extract from Regency Suites Resident's Handbook)

**Administration**

1. The Subsidiary Proprietor making any repairs, alteration and addition works to his unit must obtain the Management's consent in writing before carrying out such works. He/She should apply with the Management officially giving details of work to be carried out, however minor, by completing the application forms together with the necessary plans and sketches. The Subsidiary Proprietor must give the Management at least fourteen (14) days' notice upon submission to review the application and provide a work schedule at least seven (7) days prior to the commencement of work.
2. Only Subsidiary Proprietor or their authorised agents can submit their defect lists on the prescribed form and they shall submit their defect lists within fourteen (14) days after the unit has been handed over to them. For authorised agents, a letter of authorisation is required to be submitted together with the defects list. Stains, scratches, dents, holes, breakages, dirty surfaces, cracks, chipped edges and surfaces etc, must be highlighted in the defect lists submitted. Defects of the above nature, if submitted after the fourteen (14) days' period from the handover date, shall be considered invalid and will not be entertained.
3. In the event of long lead time required for replacement of defective items which may affect the timing of the Residents' own renovation or in the event that Residents intend to proceed with their own renovation while the defects rectification is still incomplete but agree to allow the Developer's contractors to return to complete the rectifications, pre-renovation photographic records will be taken of such defects to be rectified later and the Residents shall be required to sign a letter of agreement to such an arrangement (*to obtain the Letter of Agreement from Management Office*). Residents shall note that defects found after their own renovation and which are not documented via the pre-renovation photographic records, will not be considered as defects to be rectified by the Developer's contractors.
4. Before carrying out any renovations, alterations or additions to a unit, a resident is required to apply for approval. **(To obtain the renovation Application Form)** from the Management Office and to place a **refundable deposit of S\$1000.00** made payable to "MCST 3380". A renovation plan, relevant insurance coverage and the required authorities' approval (if any) must be completed with the application form for submission. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules & Regulations stated herein.
5. The Applicant and/or Contractor shall jointly sign the letter of indemnity/undertaking prior to any execution of work.
6. Upon completion of the renovation works, the Applicant shall submit the deposit refund form to request the Management's inspection and release of deposit. Should the expenses of any such rectification exceed the deposited amount, the resident concerned shall be liable to pay the difference. The renovation deposit shall be refunded to the resident (free of interest) one (1) week after the inspection should there be no other outstanding matter.
7. Notwithstanding the approval granted by the Management, the Resident must ensure that all works carried out must be performed by the qualified and competent workmen and submissions done by Qualified Person(s), in compliance with the relevant building codes and regulations. **The Resident shall be fully responsible to ensure that the works comply with the authorities' requirements.**

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**Type of Work**

8. Only the applicant's renovation contractor or his listed sub-contractors are allowed to carry out the type of work specified in the approval letter issued by the Management. The applicant is responsible for ensuring that his contractors comply with the terms and conditions governing the renovation works.

9. Alteration and/or Addition works to the Units are **not** allowed before the issuance of the Certificate of Statutory Completion (CSC) for Regency Suites. Residents who persist in carrying out the Alteration and/or Addition works to their Unit (s) before CSC must obtain the necessary written approval from the Building & Construction Authority (BCA) and/or other relevant authorities.

10. The design and colour of the grilles on the main door, windows and sliding doors shall conform to the approved design and colour scheme as per the detailed design drawings as furnished in the handover kit. All other forms of grilles are not allowed. Guidelines and consent for installation must be obtained from the Management prior to installation.

11. Resident shall not erect in their units any additional structures or make any alterations without the prior written approval of the Management and the relevant authorities. The Management shall have the authority to demolish or remove any such unauthorised additions or alterations after giving seven (7) days written notice to the resident concerned requesting him or her to remove the same and all costs 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 damage in respect of such demolition or removal including legal costs incurred by the Management on a solicitor-and-client basis.

12. Resident shall not carry out any works which may affect the external facade of the building. Facade shall include windows/sliding doors/fixed glass panels in the living/dining room and bedrooms, yard areas, balcony areas, planter areas, AC and/or RC Ledge areas, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the development.

13. Resident shall not install any television or radio antenna on the roof top or on any external part of the subdivided building.

14. Structural Professional Engineer's certification must be obtained from the development's structural engineer for the removal of brick walls or any demolition work that affect the structure of the building at the Residents' own costs. An original copy of the certification must be submitted together with the application for renovation before commencement of work.

15. Future replacement of outdoor units of the air-conditioning system must be at the existing location together with the other units and to ensure that the hot air do not discharge into the neighbouring units. Approval must be obtained from the Management Office before installation. No installation of additional outdoor/indoor air-conditioning systems, other than what have been provided, is allowed.

16. The paint work on the external facade cannot be repainted to another colour.

17. Sun-x or translucent film, if required to be installed on windows/sliding doors and/or fixed glass panels, shall have visible light transmission of minimum 75%. The technical specification of the proposed sun-x or translucent film shall be submitted to the Management and the prior written approval of the Management shall be obtained before installation can proceed.

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18.Hacking of the building's structure Is strictly prohibited.

19.Relocation/modification of the intercom handset might cause short circuit to the main intercom system, thus affecting other units. Should the intercom equipment be tampered by any unauthorized person, the Subsidiary Proprietor concerned will be responsible for the reinstatement cost.

**Working Hours for Renovation**

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

Mondays – Fridays	:	9.00am – 5.00pm
Saturdays & Eve of Public Holidays	:	9.00am – 12.00pm
Sundays & Public Holidays	:	Strictly no work is to be carried outstanding

Owners/tenants and their contractors must inform the Management of their schedule of works. Hacking should be carried out during weekdays and not on Saturdays, Sundays and Public Holidays and it should be completed within five (5) working days. Written application must be submitted to the Management Office if an extension of hacking work is required. Maximum work duration is one (1) month. For a longer duration, the Management's approval must be sought.

**Security and the Use of Lifts**

21.All workers of the Applicant's renovation contractor or his listed sub-contractors shall check in at the Security Guard House and surrender their identity cards in exchange for security passes. Loss or damaged card/s is/are charged at S\$20.00 per card.

22.All workers shall wear security passes at all times when they are in the development compound. Failure to do so may result in the offender being asked to leave the development.

23.The Contractor must effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies, which may be required before carrying out the works.

24.The Contractor shall ensure that they do not engage illegal workers. Any illegal workers found shall be handed over to the police. The Management reserves the rights lo deduct/retain the deposit accordingly.

25.The Applicant will at all times indemnify and keep the Management Corporation indemnified against all proceedings, costs, expenses, damages, actions, claims, liabilities arising from the execution of the works that may be lawfully brought or made against the Management Corporation by any person by reason of anything done by the Applicant in exercise or purported exercise in respect of or arising out of the said application and its subsequent approval.

26.The Applicant is to ensure that sufficient and appropriate insurance coverage is affected in accordance with the terms and conditions of this application and its subsequent approval.

27.The Applicant shall be responsible for the good conduct and behavior of all workers of his contractors and that of its sub-contractors while they are in the development.

28.No worker shall be allowed to loiter in any places other than the work area of the unit concerned. Any worker found misbehaving or refusing to comply with the security procedures will be removed immediately from the development and barred from future entry.

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29. All renovation, packing and crating materials must be removed and disposed of by the residents/contractors on the same day as they are being brought in.

30. All residents and/or their contractors are not allowed to tap water/electricity supply from the common areas. Any use of common utilities is subject to a charge of S\$100.00 per utility per day (including administrative charges) imposed by the Management.

31. All applicants are required to remove their own debris daily or at any such interval so directed by the Management or his representative. If the debris is not removed at such interval as stated above, the Management will proceed to engage other workmen for the task and the cost arising thereof will be charged to the Applicant by way of deduction from the security deposit at the rate of S\$500.00 (excl GST) per lorry load calculated to the nearest whole lorry load per occasion. The labour cost shall be calculated at the rate of S\$150.00 (excluding GST) per workman per day. The Management or the workmen it employs shall not be responsible for any loss of stocks, goods, parts etc whilst carrying out such clearance work.

32. Disposal of debris through the water pipes, drains or rubbish chute is strictly prohibited. Any cost incurred to clear such blockages/choking will be deducted from the deposit.

33. All renovation works should be confined to the boundaries of the residents' units.

34. Resident must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors.

35. Resident/appointed contractor shall ensure that adequate protection is given to the lift cars, staircases, landings, lobbies' walls and floors and planting when carrying out furniture and fittings to and from the unit. Halting of lift by inserting stopper in between the lift doors is strictly prohibited. Spillage of any sand in the lift and the sills has to be vacuumed and cleaned thoroughly by the contractors.

36. Owner/resident shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the owner/resident concerned.

**Contractors' Conduct**

37. The Contractors shall only park his motor vehicle at designated parking lots. Loading and unloading shall only be carried out at designated areas. **The height limit of the car park area is 2.0 meters.**

38. The Contractor workers have to be suitably clothed, behave in a manner that is unlikely to cause an offence or embarrassment to others, not to damage any lawn or common property and not permitted to use the common toilets for cleaning and washing of tools.

39. The Contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subjected to a charge (including administration charge) imposed by the Management.

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**Inspection by the Management**

40.The Management shall have the right to gain free access into the premises at any lime during office hours to inspect the renovation works being carried out in the unit.

41.The Management reserves the right to demolish any unauthorised work which is carried out in contravention to the Rules and Regulations set herein or the by-laws and to recover from the Resident and/or Subsidiary Proprietor all costs and expenses incurred in this connection.

42.Upon completion of the renovation works, the Resident must notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the stated Rules and Regulations.

**Damage caused by Contractors**

43. The Resident is fully responsible for any human injuries and damages caused to the Common Property by his/her appointed contractors.

44.They are to make good to the satisfaction of the Management within seven (7) days. Failing which, the Management reserves the right to make good the damages and deduct the costs from the renovation deposit. In the event of the renovation deposit being insufficient to meet the claim imposed by the Management, the Resident shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

**Works of Precaution**

45.Residents are advised not to carry out wet polishing of flooring which may choke the sanitation/drainage system or seepage as well. In the event of the sanitation/drainage system is choked as a result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Resident and/or the Contractor.

46.Residents are reminded to inform their renovation contractors that disposal of bulky waste, unfinished paint cans, construction debris, wood waste, plaster, concrete, etc. into the common refuse chute Is strictly prohibited. The refuse chute is strictly for disposal of domestic refuse only

47.Please note that if the water service installation is left unused for some time especially If the unit is unoccupied, it must be flushed at regular intervals to ensure that the water quality is not affected and there is no discolouration of water.

48.Residents are reminded that there are concealed gas piping in the premises and Residents must inform their renovation contractors of such concealed gas piping and to ensure that due care and precaution shall be exercised during the renovation.

49.In the event if any of the house rules are breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works. The Management has the authority to remove all finished unapproved works that encroach into the common property. The Resident/Subsidiary Proprietor shall bear all ensuring costs.

50.In cases of unsolved disputes,the Management will undertake legal proceedings to have them resolved.

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**LIST OF INTERNAL FITTING-OUT WORKS THAT CAN BE CARRIED OUT AFTER TEMPORARY OCCUPATION PERMIT (TOP)**

1. Repainting of internal walls only (No painting of exterior walls)
2. Replacement of existing built-in kitchen cabinets.
3. Replacement of existing interior doors (not to replace Main Doors and Service Door)
4. Installation of wall paper
5. Replacement of existing wall tiles and floor tiles (waterproofing warranty given by the builder will be voided upon the replacement of such tiles)
6. Laying of carpet flooring
7. Installation of light fittings
8. Installation of cornices
  - Care should be taken to ensure that the concealed air-conditioning piping, gas piping and other services are not damaged while installing the cornices
9. Installation of door and window grilles
  - Grilles have to be of standard design as per attached drawing in the handover kit
10. Installation of additional air-conditioning unit
  - Air-conditioning drain pipes have to be properly connected to waste trap within the apartment subject to the approval by the Management No window unit is allowed
  - No window unit is allowed

**LIST OF ALTERATION AND ADDITION WORKS NOT ALLOWED**

1. **BEFORE** the issue of Certificate of Statutory Completion (CSC):
  - Demolition of existing internal partition walls
  - Erection of new partition walls
  - Provision of openings in existing walls
  - Replacement of existing windows, balcony sliding doors and fixed glass panels
  - Sealing of existing water closets, basins and long baths
2. **BEFORE AND AFTER** the issue of CSC:
  - Installation of windows at balcony/planter (no enclosure of the balcony)
  - Removal of railing at the balcony/planter
  - Replacement of glazing of windows, balcony sliding doors and fixed glass panels with colours that are different from the original colour and thickness

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- Installation of air conditioner (window unit)
- Drilling of wall tiles in bathrooms for the installation of fittings

Residents who persist in carrying out the Alteration and/or Addition works to their unit(s) before CSC must obtain the necessary written approval from the Building & Construction Authority (BCA) and/or other relevant authorities.

3. Resident shall not carry out any works which may affect the external facade of the building. Facade shall include windows/sliding doors/fixed glass panels in the living/dining room and bedrooms, yard areas, balcony areas, planter areas, AC and/or RC Ledge areas, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the development.

4. Resident shall not install any television or radio antenna on the roof top or on any external part of the subdivided building

**PERMITTED AND NOT PERMITTED WORKS FOR HOUSEHOLD SHELTERS (HS)**

**1. GENERAL**

Your dwelling unit has a civil defense shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with the outside.

**2. WORKS PERMITTED IN HS**

- a) Laying of floor tiles bonded to wet cement mortar
- b) Laying of vinyl or linoleum flooring
- c) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls
- d) Painting of walls, ceiling or door. In the case of HS door, owners shall not cover up or paint over the HS door notice or door seal
- e) Fixing of removable screws with non-metallic inserts not exceeding 40mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves, etc. such fixtures that are installed inside the HS will have to be removed by the owners within 48 hours upon notification



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- f) Removal of the fragmentation plates covering the ventilation openings shall be carried out subject to the following conditions:
- The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 40mm deep on one of the internal face of HS walls
  - After the removal plates, the bolts and nuts shall be installed back to their original positions on the ventilation sleeves
  - Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided (that at least 25% of the two openings shall be left uncovered for ventilation purpose during peacetime
  - Where false ceilings, which are provided on the exterior of the HS, are to be installed at a level below the ventilation sleeves, there shall be one access panel of a minimum size of 600mm x 500mm to be provided directly below each ventilation sleeve

**3. WORKS NOT PERMITTED IN HS**

- a) Laying of wall tiles or spray of rock tone finish, cement sand finish and gypsum plastering on the internal faces of HS walls
- b) Laying of Floor tiles using adhesive materials
- c) Installation of cornices with the HS
- d) Installation works with fixings using ramsetting
- e) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of HS
- f) Indiscriminate hacking and drilling of HS walls, floor slabs, and ceiling slabs, other than drilling into HS walls and ceiling slabs to affix removable screws on inserts, provided the depth of the insert shall not exceed 50mm
- g) Modifying, changing, removing or tampering of HS door
- h) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts

**4. WORKS NOT PERMITTED IN NON-SHELTER (NS)**

Indiscriminate hacking and drilling of NS walls, floor slabs, and ceiling slabs, other than drilling into NS walls and ceiling slab to affix removable screws on inserts, provide the depth of the insert shall not exceed 40mm.



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**REQUEST FOR REFUND OF DEPOSIT**

To : Management Office

From : \_\_\_\_\_

Subject Property : \_\_\_\_\_

Unit No. : \_\_\_\_\_

Official Receipt No. : \_\_\_\_\_ (Pls attach a copy of official receipt issued during payment)

Deposit collected for Renovation

Payable To : \_\_\_\_\_

Mailing Add : \_\_\_\_\_

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

**(Please arrange for joint inspection upon completion of event)**

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For Official Use :

Amount Collected : \$ \_\_\_\_\_

Amount For Deduction : \$ \_\_\_\_\_ (Specify item \_\_\_\_\_)

Amount Of Refund : \$ =====

Certified By

- Guard : \_\_\_\_\_ Date : \_\_\_\_\_

- Cleaner : \_\_\_\_\_ Date : \_\_\_\_\_

- Maintenance : \_\_\_\_\_ Date : \_\_\_\_\_

- Approved By : \_\_\_\_\_ Date : \_\_\_\_\_