

RENOVATION FORM

(To be completed by Owner/Occupier & Contractor)

BLK:	UNIT:
Commencement Date:	
Expected Completion Date:	

NAME OF *OWNER / CONTRACTOR : _____

CONTACT NO. : (HP) _____ (H) _____ (O) _____

1	NAME OF PERSON-IN-CHARGE :
	COMPANY NAME :
	CONTACT NO. : (HP) _____ (O) _____ (FAX) _____

2	SCOPE & DURATION OF WORKS :				
	DESCRIPTION OF WORKS	NOISE WORKS HACKING & DRILLING		NO NOISE WORKS	
		FROM	TO	FROM	TO
	Hacking works (should not exceed 3 consecutive days)				
	Wet works (laying of tiles &/or water-proofing)				
	Electrical works				
	Installation of windows/grills				
	Carpentry works				
	Painting				
	Air-Conditioning				
	Touching-up				
	Plumbing				
	Others :				

* Please delete if not applicable.

- ** 1. Demolish of walls must be accompanied with Professional Engineering endorsement.
 2. Electrical re-wiring must be endorsed by Licensed Electrician
 3. All approved plans/letters or permits by Building Authority relating to the above works have to be enclosed

3	UNDERTAKING BY OWNER / OCCUPIER / CONTRACTOR
I/We confirm that <u>no structural works are involved</u>. I/We have read the terms and conditions and shall abide accordingly. My contractor shall provide full protection to the lift during any bulky item shifting such as: clearing debris, cabinet, and also provide necessary protection/ precaution measure to the ground floor before doing the aircon or window installation. Failing which penalty will be charged by the Management without further notice. Working Hours: <u>Monday to Friday – 9:00am to 5:00pm Only</u> I/We understand that <u>no hacking and drilling is allowed on the weekend and public holidays. Strictly painting or cleaning up work only.</u> I/We understand that all renovation materials/debris <u>MUST BE REMOVED out of the condominium</u> by the contractor. No dumping of any kind in the common areas, bulk bin or unit's bin chute are allowed. I/We shall be <u>responsible for our contractors complying with the terms and conditions governing the renovation works.</u> I/We fully understand that <u>we shall be jointly and severally liable for the breach of any such terms and conditions.</u>	
NAME OF OWNER / OCCUPIER / CONTRACTOR :	
SIGNATURE: _____ DATE: _____	

4	FOR OFFICAL USE:								
<table style="width: 100%;"> <tr> <td style="width: 60%;">APPLICATION ACKNOWLEDGED BY:</td> <td style="width: 40%;">DATE:</td> </tr> <tr> <td>APPROVED BY CM: _____</td> <td>SIGNATURE: _____</td> </tr> <tr> <td>DEPOSIT BY: CASH/CHEQUE NO: _____</td> <td>RECEIPT NO: _____</td> </tr> <tr> <td>DEPOSIT BANK IN-DATE: _____</td> <td>*Please attach a copy of receipt for future reference.</td> </tr> </table>		APPLICATION ACKNOWLEDGED BY:	DATE:	APPROVED BY CM: _____	SIGNATURE: _____	DEPOSIT BY: CASH/CHEQUE NO: _____	RECEIPT NO: _____	DEPOSIT BANK IN-DATE: _____	*Please attach a copy of receipt for future reference.
APPLICATION ACKNOWLEDGED BY:	DATE:								
APPROVED BY CM: _____	SIGNATURE: _____								
DEPOSIT BY: CASH/CHEQUE NO: _____	RECEIPT NO: _____								
DEPOSIT BANK IN-DATE: _____	*Please attach a copy of receipt for future reference.								

5	INSPECTION AFTER RENOVATION:									
<table style="width: 100%;"> <tr> <td style="width: 40%;">INSPECTED BY CM: _____</td> <td style="width: 30%;">SIGNATURE: _____</td> <td style="width: 30%;">DATE: _____</td> </tr> <tr> <td>OWNER/OCCUPIER: _____</td> <td>SIGNATURE: _____</td> <td>DATE: _____</td> </tr> <tr> <td colspan="3">REMARKS (IF ANY): _____</td> </tr> </table>		INSPECTED BY CM: _____	SIGNATURE: _____	DATE: _____	OWNER/OCCUPIER: _____	SIGNATURE: _____	DATE: _____	REMARKS (IF ANY): _____		
INSPECTED BY CM: _____	SIGNATURE: _____	DATE: _____								
OWNER/OCCUPIER: _____	SIGNATURE: _____	DATE: _____								
REMARKS (IF ANY): _____										

6	REQUEST FOR REFUND OF DEPOSIT:								
<table style="width: 100%;"> <tr> <td style="width: 50%;">DEPOSIT REFUNDED DATE: _____</td> <td style="width: 50%;">AMOUNT FOR DEDUCTION (IF ANY): _____</td> </tr> <tr> <td colspan="2">DEPOSIT ACKNOWLEDGE RECEIPT BY: _____</td> </tr> <tr> <td colspan="2">CASH / CHEQUE NO: _____</td> </tr> <tr> <td>SIGNATURE: _____</td> <td>DATE: _____</td> </tr> </table>		DEPOSIT REFUNDED DATE: _____	AMOUNT FOR DEDUCTION (IF ANY): _____	DEPOSIT ACKNOWLEDGE RECEIPT BY: _____		CASH / CHEQUE NO: _____		SIGNATURE: _____	DATE: _____
DEPOSIT REFUNDED DATE: _____	AMOUNT FOR DEDUCTION (IF ANY): _____								
DEPOSIT ACKNOWLEDGE RECEIPT BY: _____									
CASH / CHEQUE NO: _____									
SIGNATURE: _____	DATE: _____								

CONTRACTOR'S INDEMNITY FORM
(To be kept by the Condominium Manager)

The contractor shall, in consideration of being permitted into the condominium to carry out renovation work at Block No. _____ Unit No. # _____ - _____, indemnify the Management against the cost of :

- a) Making good damage to common property
- b) Renovation of all debris left in common property.

The contractor will place a deposit of S\$1,000/- with the Management before commencement of work, to be held as security for the cost of repairing damage to the common property or renovation of debris. The deposit shall be refunded without interest after the Management is satisfied that there was no damage caused to the common property and that all debris has been removed from the estate.

Company Name : _____

Address : _____

Telephone No : _____

Name & NRIC No : _____

* Cash/ Cheque No. : _____

I/ We will undertake to provide full and total protection using canvas padding to the lift car panels, floor and lift lobbies when renovating or transporting things and materials, etc.

Signature of Contractor

Company Stamp

Date

Rules and Regulations for Renovation /Minor Works

1. The applicant's contractor and its listed sub-contractors can only carry out the type of work specified in the approved application form.
2. The applicant shall obtain written approval from the Management in the event of the need to carry out any work beyond the above stipulated timing provided that the work does not affect the peaceful environment of other residents.
3. The subsidiary Proprietors is required to proceed to the Management office and complete the application form at least **three (3)** days prior to the renovation and/or minor works. Incomplete application form will not be accepted.
4. The applicant shall ensure the deposit of \$1000.00 is paid by the appointed contractor or by the applicant prior to the date of the renovation and/or minor works. The cheque shall made payable to **MCST 2622**. Deposit will be bank in for Renovation work more than 2 weeks.
5. The deposit shall be refunded, without interest and subject to compliance with all the rules and regulation contained herein and to meet all demands, claims by and satisfaction of the Management for any damage to the common property and properties of the residents in the building.
6. All workers of the appointed contractor and that of its listed sub-contractors shall inform the Security of their intention to enter the estate to carry out the work and to collect the contractor's passes.
7. The applicant shall be responsible for the good conduct and behaviour of all workers of his contractor and that of its listed sub-contractors while they are in the estate.
8. No workers shall be allowed to loiter in any places other than the housing unit where renovation is being carried out.
9. Any workers found misbehaving or refusing to comply with the by-laws and/or rules and regulations contained herein shall be removed from the estate and barred from entry.
10. All workers shall display the contractor's passes at all times within the estate.
11. The applicant shall maintain the cleanliness of the common property used for the appointed contractor or themselves is cleaned up immediately to the satisfaction of the Management. Failure to comply shall be subjected to penalty of not less than \$100.00 subjected to G.S.T per occurrence.
12. No unwanted furniture, carboard and/or other rubbish or debris are to be disposed in the estate during and/or renovation and minor work. Failure to comply shall be subjected to a penalty of not less than \$50.00 subject to G.S.T per item or \$100.00 subjected to G.S.T per occurrence to have the items dispose by the Management.

13. The applicant/appointed contractor/ its listed sub-contractors shall not dump rubbish and/or building debris down the chutes or in any common property, and shall duly remove the rubbish/debris at the end of each working day. Failure to comply shall be subjected to a penalty of \$100 subject to G.S.T per occurrence.
14. The applicant shall ensure that the appointed contractors or its listed sub-contractors take necessary precaution during hacking work and clearing of debris from or to the housing unit, to prevent disturbance to other residents and dust and dirt to common areas. The necessary precaution include laying of protection cover along the common corridors and lobbies and close the main door and limit to 2 hackers during hacking works. Failure to comply shall be subjected \$100 per occurrence.
15. The applicant shall ensure that adequate protective covers are put up inside and outside the lift car, and flooring and lobby when conveying furniture and fittings to an from the housing unit, at the applicant's own expenses. Only designated lifts and/or staircases are to be used during the moving. Failure to comply shall be subjected to penalty \$100.00 subjected to G.S.T per occurrence.
16. No heavy Machines are allowed in the lifts.
17. The applicant shall allow the Management access into the housing unit at any time for checking purposes that only authorized work are being carried out.
18. The Management in its absolute discretion reserves the right to reject any application or revoke any permit granted. The Management shall not be liable for any damages arising from the rejection of the applicant or revocation of the permit.
19. Subjected to the written consent of the Management and approval from the relevant authorities, repair, renovation, alteration or extension works may be carried out by the subsidiary proprietors at his own cost and expenses, and in due compliance with the following conditions:
 - A: No hacking of any walls, beams, slabs, columns or structural,
 - B: No re-location of the common water and sanitary system,
 - C: No re-running of the common electrical system,
 - D: No alterations or re-location of the windows,
 - E: No alterations or re-location of the balconies, doors or doorways,
 - F: Not to cause any rise in the floor level or increase in the total load of the floor,
 - G: Not to install any permanent or retractable clothing hanger or awning,
 - H: Not to install any sunshades or awnings of any design or shape without prior approval,
 - I: The installation of railing or grilles for the windows, doors, balconies or any part of the lot shall be only for the security function and in accordance with the materials, colour scheme and design specified by the Management.

20. Air-conditioning units shall be installed in an existing opening or in a position conforming with the other units or in a position approved by the Management. Only window air-conditioning with drainless feature are permitted. There shall be no condensate dripping onto the common property. No drilling /Mounting of compressor on external wall is allowed.
21. Spilt unit air-conditioning may be installed, but no compressors, condensing units, ducting and wiring shall be installed on the external walls or any part of the common property such as to be exposed completely to the outside.
22. Precaution should be taken against damaging the concealed electrical wiring, sanitary piping and floor slabs.
23. The Subsidiary Proprietor shall ensure that the works to be carried out will not in any way affect the structure of the building or the common property, nor will it in any way cause any nuisance to any other residents.
24. Any demolishing work in the housing unit must be accompanied with the Professional Engineering endorsement and letter of undertaking prior approval by the Management.
25. Any installation of wooden trellis and retractable awning at Roof Terrace and Private Enclosed Area must be accompanied with Professional Engineering endorsement prior approval by the Management.
26. The Subsidiary Proprietor and his appointed contractor shall also undertake to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not they arose from the negligence of the Subsidiary proprietor, contractor or any of their servants or agent.
27. Any addition and alternation works permitted by the Management shall be subjected to an undertaking signed by the subsidiary proprietor who shall be fully responsible for any or all damages arising from such works.
28. URA's approval is required for proposed internal partitioning works which result in the creation of sub-units within the original residential dwelling unit that omit the living room and dining room.

NAME OF OWNER / OCCUPIER / CONTRACTOR	
SIGNATURE:	DATE:

Standard Design For Door and Window Grilles

The installation of grilles for the doors and windows may be allowed subject to the approval by the Management. Any installation must conform to the following guidelines, and as illustrated and specified in the following pages:

1. Design

- a) The metal grilles for the doors and windows must be fixed within the unit and in the specific patterns. (Please see illustration I,II,III and IV)
- b) The Balcony door at ground floor.

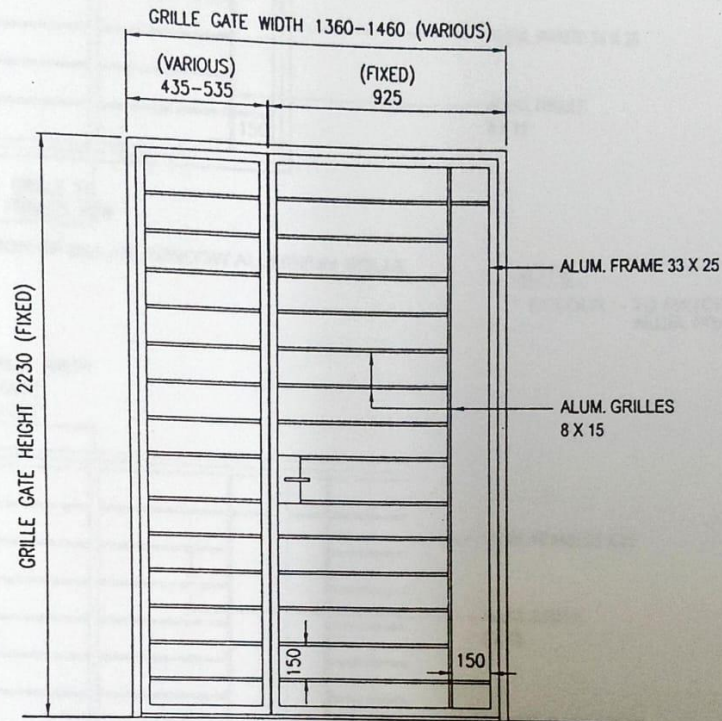
2. Material

- a) The material of the grilles shall be aluminium, stainless steel or wrought iron metal.
- b) Materials used for the window shall be limited to aluminum frame with 6 mm thick tinted float glass with top hung windows.

3. Colour

- a. All grilles shall be in powder coated and the colour to match existing aluminium framed door and window or as approved.
 - Dark Green/ Bronze/ Dark Brown
- b. Hand railing – POLO BS10B258
- c. Balcony door/ Window frame – Powder coated (**Light Green**) PR12/263/CS2
- d. Ziptrack – (**Pewter**)

APPENDIX I



ELEVATION OF ALUMINIUM GRILLE GATE

NOTE :

* COLOUR : - TO MATCH THE COLOR OF EXT'G.
ALUM. FRAMED WINDOW / DOOR

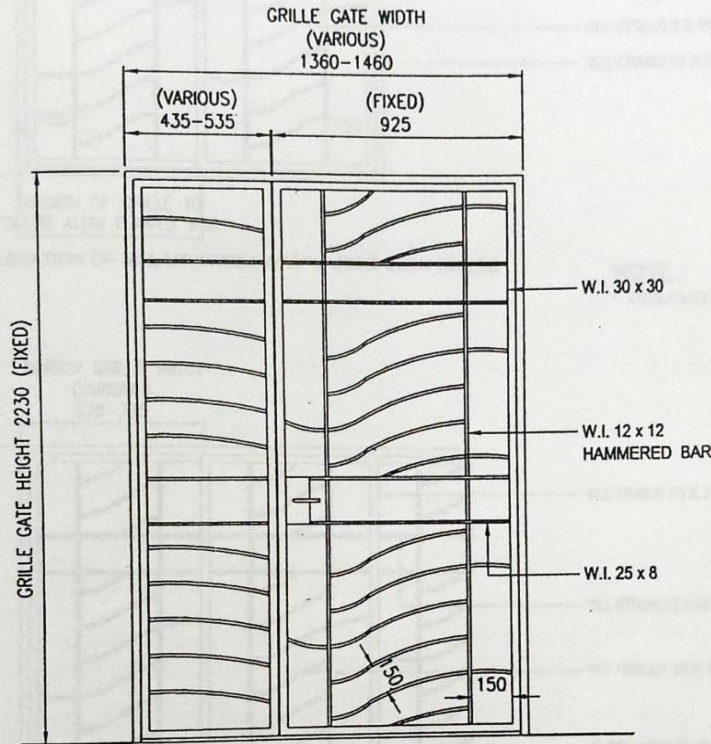
* ALL GRILLE GATES TO BE INSTALLED
NOT MORE THAN 500mm AWAY FROM
MAIN DOORS.

Project Title:
SUMMERDALE - EXECUTIVE CONDOMINIUM

Drawing Title:
GRILLES - ALUMINIUM GRILLE GATE

Drawn/Checked:	AB	IK	TG
Date:	AUG 00		
Scale:	1:25		
Revision:			
Job No:	1034	Dwg No:	G1

APPENDIX III



ELEVATION OF ENTRANCE GRILLE GATE

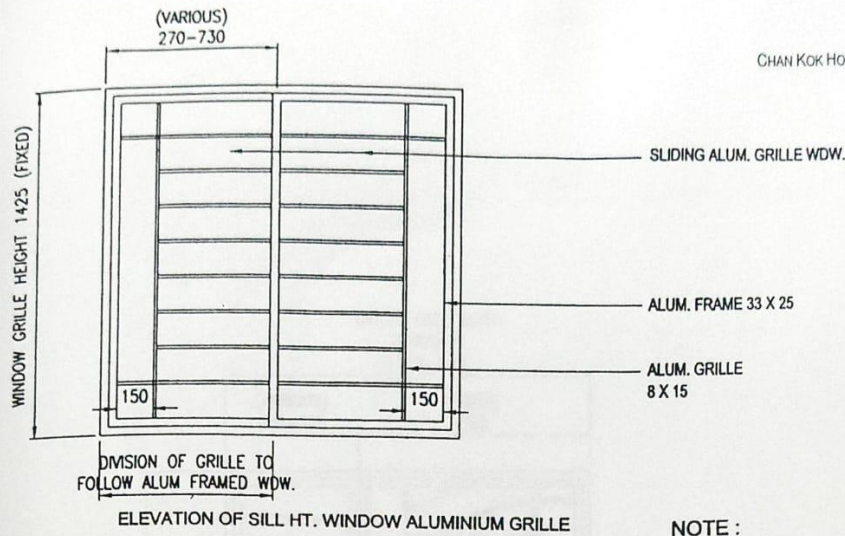
NOTE :

- COLOUR : - ANTIQUE BRONZE
- ALL GRILLE GATES TO BE INSTALLED NOT MORE THAN 500mm AWAY FROM MAIN DOORS.

Project Title:	SUMMERDALE - EXECUTIVE CONDOMINIUM				Drawn/Checked:	AB	IK	TG
Dwg Title:	GRILLES - WROUGHT IRON GRILLE GATE				Date:	AUG 00		
					Scale:	1:25		
					Revision:			
					Job No:	1034	Dwg No:	G2

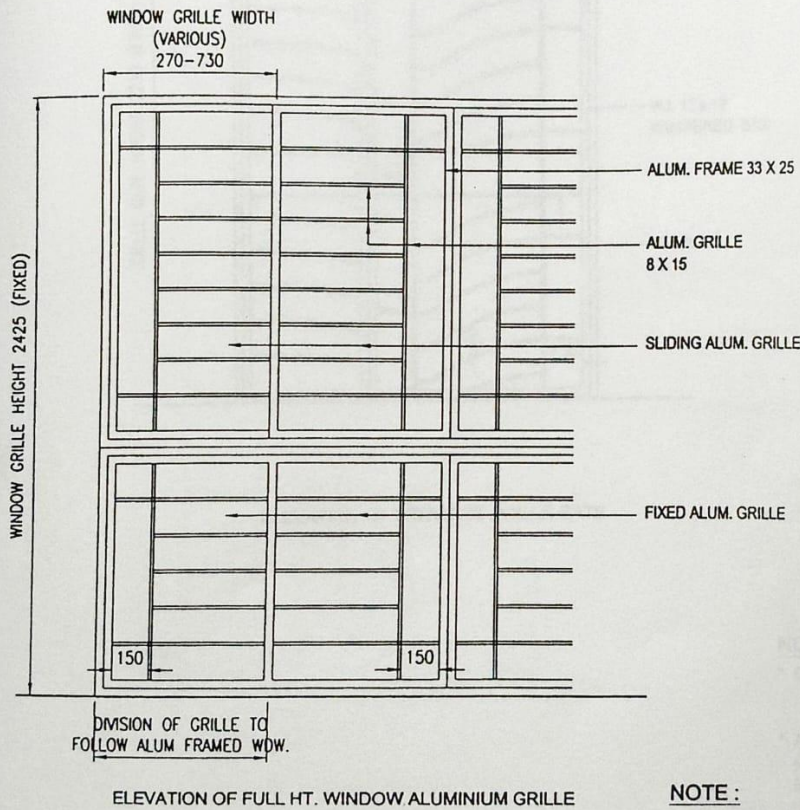
CHAN KOK HONG PROPERTY CONSULTANTS PTE LTD

APPENDIX II



NOTE :

- COLOUR : - TO MATCH THE COLOR OF EXT'G. ALUM. FRAMED WINDOW / DOOR

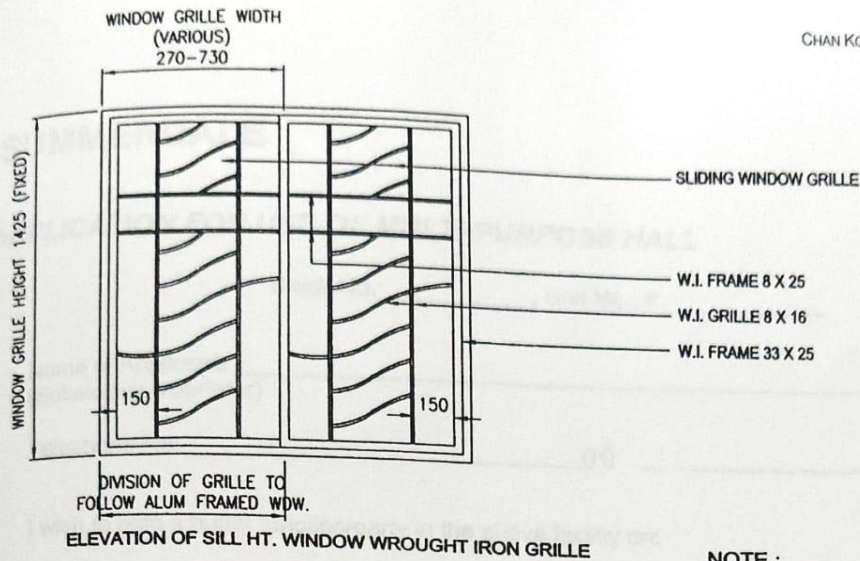


NOTE :

- COLOUR : - TO MATCH THE COLOR OF EXT'G. ALUM. FRAMED WINDOW / DOOR

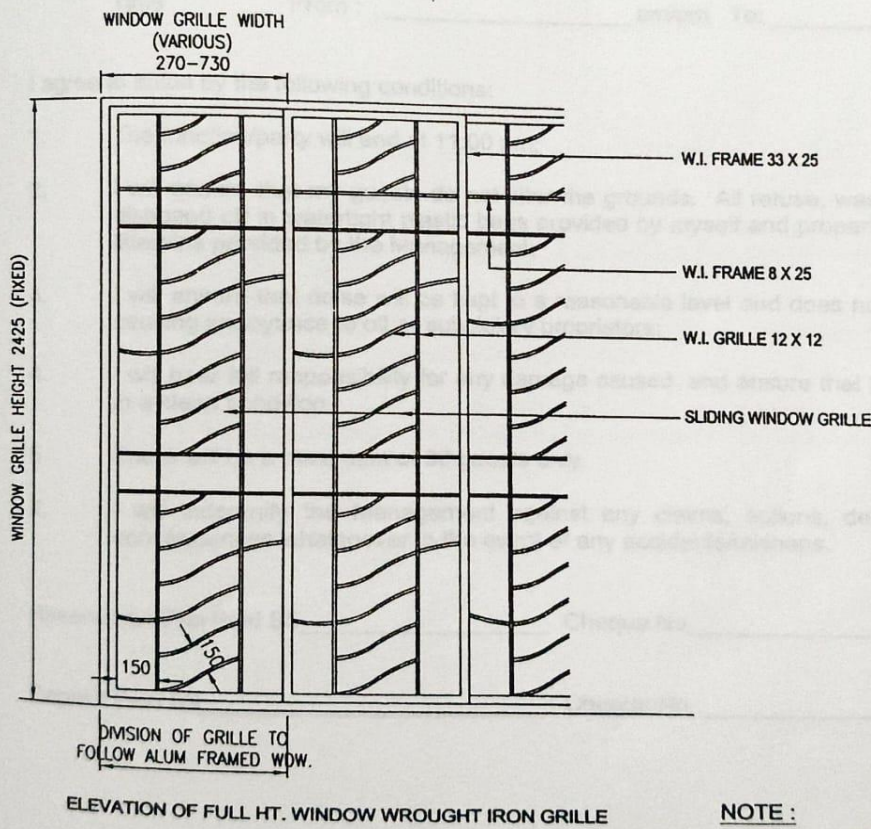
Project Title:	SUMMERDALE - EXECUTIVE CONDOMINIUM			
Drawing Title:	GRILLES - WINDOW ALUMINIUM GRILLE			
Drawn/Checked:	AB	IK	TG	
Date:	AUG 00			
Scale:	1:25			
Revision:				
Job No:	1034	Dwg No:	G2	

APPENDIX IV



NOTE :

* COLOUR : - ANTIQUE BRONZE



NOTE :

* COLOUR : - ANTIQUE BRONZE

Project Title:	SUMMERDALE - EXECUTIVE CONDOMINIUM	Drawn/Checked:	AB	IK	TC
Drawing Title:	GRILLES - WINDOW WROUGHT IRON GRILLE	Date:	AUG 00		
		Scale:	1:25		
		Revision:			
		Job No:	1034	Dwg No:	G1

RENOVATION PERMIT

BLOCK: _____ UNIT: # _____ - _____

Name of Applicant: _____
(Subsidiary Proprietor)

Tel No: _____ (H) _____ (HP)

The above unit has been granted permission to carry out renovation work. Details of the renovation work are as follows:

From _____ to _____ (excluding Saturdays, Sundays and Public Holidays)

1) CONTRACTOR

Company Name : _____
 Name of person in charge : _____
 Contact Nos (office) : _____
 Contact Nos (handphone) : _____

1 SCOPE & DURATION OF WORKS:					
	DESCRIPTION OF WORKS	NOISE WORKS HACKING & DRILLING		NO NOISE WORKS	
		FROM	TO	FROM	TO
	Hacking works (should not exceed 3 consecutive days)				
	Wet works (laying of tiles &/or waterproofing)				
	Electrical works				
	Installation of windows/grills				
	Carpentry works				
	Painting				
	Air-Conditioning				
	Touching-Up				
	Plumbing				
	Others:				

Signature of MA staff

Date

Signature of Applicant

Date