

MINOR WORK APPLICATION FORM

(To be completed by Resident/Owner)

BLK:	UNIT:
DATE (PERIOD OF WORK):	
FROM:	TO:
TIME:	

SCOPE OF WORK:

NAME OF *RESIDENT / OWNER : _____

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

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

TERMS & CONDITIONS FOR MINOR WORK

1. DEPOSIT

- 1.1 A refundable deposit of \$1000.00 (cheque to make payable to 'MCST 2622') shall be deposited with the Management at least three (3) working days before the commencement of any work. Cheques are to be crossed made payable to **MCST 2622**. All deposits must be collected at the Management Office within three (3) weeks after the completion of work. Non-collected deposits will be banked in.
- 1.2 Resident/Owner shall be fully responsible for their contractors for any damages/cleaning up at the common property/the lower units, and compressors caused by their contractors during the servicing.
- 1.3 Aircon contractor must ensure to give notice at least 3 working days in advance in order for Management to notify resident of the lower units.
- 1.4 All damages/cleaning shall be made good to the satisfaction of the Management, within the same working day, failing which Management shall have the right to make good the damages or cleaning up and deduct the cost from the deposit without prejudice to the Management's right, to cover the remaining cost from the Resident/Owner. Otherwise, the deposit is refundable, free of interest, 3 days after completion of servicing works carried out and to the satisfaction of the Management.

2. EXECUTION OF WORKS

2.1 Servicing works shall only be carried out on the following days and hours :

Monday – Friday : 9.00am – 5.00pm

Minor work includes painting, aircon replacement/servicing, carpentry work and Trellis installation.

2.2 **Only designated lift** and staircases are allowed to be used for the transportation of the building materials. The contractor must ensure that the lift floors, doors, walls and mirrors are not being scratching/damaged. Any damages caused shall be repaired at the expense of the resident/owner.

2.3 Taping of water/electricity in any of the risers or fire hose or any common areas will forfeit your full deposit.

2	UNDERTAKING BY RESIDENT/OWNER I/We shall abide by all the terms and conditions pertaining to the application and shall be responsible for our contractors complying with the terms and conditions governing the application. I/We fully understand that we shall be jointly and severally liable for the breach of any such terms and conditions.
	NAME OF RESIDENT/OWNER :
	SIGNATURE : DATE :

3	FOR OFFICIAL USE : APPLICATION ACKNOWLEDGED BY : DATE : DEPOSIT BY : CASH / CHEQUE NO. : RECEIPT NO. : DEPOSIT BANK-IN DATE : *Please attach a copy of receipt for future reference.
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4	REQUEST FOR REFUND OF DEPOSIT : DEPOSIT REFUNDED DATE : AMOUNT FOR DEDUCTION (IF ANY) : REMARK : DEPOSIT ACKNOWLEDGED RECEIPT BY : CASH / CHEQUE NO. : SIGNATURE : DATE :
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