

APPLICATION FOR RENOVATION / MOVAL

Name of Applicant(s) : _____ (Owner / Tenant *)
(Note : Applicant's must be the owner of the unit for renovation submission)

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)

- EXTRACTS OF BY-LAWS 2004 -

5.0 GUIDELINES FOR INSTALLATION OF WINDOW GRILLES, GATE GRILLES AND CLOTHES LINES

- (a) Any grille/gate and clothing lines shall be fixed within the Strata boundary of their respective apartment without encroaching into the common area. Grilles where required for the living and bedroom window panels must be fixed behind the existing window panels of the apartment.
- (b) For kitchen utility area (yard), the installation of brackets for grilles must not be ramset on the railing of the parapet wall or on the structural beams.
- (c) The design, materials and finishes for the installation of grilles for window, balcony, sliding doors and utility opening must comply to the approved standard design, materials and finishes.
- (d) The drilling of the floor tiles on the common area is **strictly prohibited**.
- (e) All clothes lines shall be mounted on the internal parapet wall within the service area. The mounting of the clothes lines at the external common wall is not allowed.

9.0 RULES AND REGULATIONS GOVERNING ADDITIONS / ALTERATIONS (RENOVATION) WORKS

- (a) Administration
All Owners must fill in the prescribed form before carrying out any additions/alterations (A/A) works.
- (b) Submission of Application and A/A Deposit

Owners must comply and submit the following documents to the Management Office for approval at least 7 working days in advance before commencing any A/A works:

- (i) The approval letters from BCA or other relevant government authorities together with a copy of the approved plans where applicable are to be attached.
- (ii) The prescribed form, stating the nature, extent and location of the A/A works to be carried out. Details on the materials to be used, work schedule, including commencement date, estimated period for completion and the particulars of the contractors must also be stated and provided.
- (iii) Owners are required to place a minimum deposit of S\$500.00 with the Management before the commencement of any work. Cheques shall be cross and be made payable to Management Corporation S T 2536. No cash payment would be accepted.
- (iv) Owners' contractors are not allowed to use the bulk bin, bin centre and refuse

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chute. Owners must ensure that the disposal of renovation debris is carried out at their own expense. In this respect, Owners are kindly requested to brief and forewarn their contractors. If renovation debris are left behind on common property after the completion of A/A works by the contractors, the Management will engage its own contractors to carry out the disposal and all expenses incurred will be deducted from the deposit.

- (v) Owners are responsible for making good any damage caused to the common property by their contractors. Such rectification works must be completed to the full satisfaction of the Management within 7 days, failing which the Management reserves the right to undertake any outstanding works and deduct the cost incurred from the deposit without prejudice to the Management's right to recover the remaining costs from the Owners. The deposit after any deduction is refundable, free of interest upon completion of the A/A works. Where deemed necessary, joint inspections would be held before the deposit is released.

- (c) Owners are responsible for the proper supervision of their contractors and in ensuring full compliance with all the terms and conditions governing A/A works.

- (d) Working Hours

Owners must exercise due care and caution to ensure that no disturbance, nuisance or annoyance are caused to their neighbours. A/A works are to be carried out on weekdays between 0900 to 1700 hours. Works beyond 1700 hours are strictly prohibited. A/A works are not permitted on weekends and public holidays.

- (e) Disposal of Bulky Waste and Renovation Debris

Owners' contractors are not allowed to use the bulk bin, bin centre and refuse chute. All Owners are required to dispose bulky waste and/or renovation debris at their own expense. If such bulky waste and/or debris remain uncleared after the completion of works by their contractors, the Management will engage its own contractors to carry out the disposal, and all expenses incurred will be borne by the respective occupiers.

- (f) Commencement/Supervision of Works
 - (i) No works are to be carried out unless the prescribed form has been duly completed and submitted to the Management. The approval from BCA or other relevant government authorities where applicable, are to be obtained prior to the commencement of works.

 - (ii) The endorsement of the Management does not constitute an approval of the government authorities. The Owner must bear full responsibility to ensure compliance with all existing building legislation and regulations relevant to each type of work.

- (iii) Owners are responsible for the works of their authorized occupiers, 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 party.
 - (iv) A/A works must be carried out entirely within the Owner's Strata lot and under no circumstances, storage, hoarding and preparatory works are allowed within the common areas.
 - (v) No structural elements of the building may be tampered with under any circumstances. Where in doubt, please consult the Management.
 - (vi) Owners must not make any alteration to the windows or add any fitting/fixtures on the external walls.
 - (vii) Any alteration/modification of electrical circuit, upgrading of electricity supply must be carried out by PUB approved contractors (licensed electrician) and approved by the Public Utilities Board. In addition, written approval must be obtained from the Licensed Electrical Worker of the estate through the Management, two weeks before the commencement of work.
- (g) Cleaning/Protection of Common Property
- (i) To prevent possible chokage of pipes in common areas, workers are not allowed to use the public toilets for cleaning and washing of tools.
 - (ii) Adequate protective covering should be provided from the elevator to the entrance of the Owners' apartment to prevent workers from dirtying the common area during the A/A works.
 - (iii) Protective measures should be undertaken when moving heavy furniture/equipment to prevent possible abrasion/scratch damage to lift lobby and corridors.
- (h) Delivery & Storage of Materials/Goods
- (i) Only vehicles below the height of 2.0m are allowed into the estate. Loading and unloading shall only be carried out at locations designated by the Management.
 - (ii) No storage space will be provided on site. All articles/materials must be stored within the Subsidiary Strata lots (apartment). Please note that **no temporary** storage on the corridors/lobby is permitted and the Management shall not be liable for any loss or damage caused to their material/equipment during the A/A works.
- (i) Inspection by the Management

- (i) Upon completion of the A/A works and prior to processing of the refund of renovation deposit, Owners must make arrangement with the Management for a joint inspection to ensure that any damage to the common property has been properly rectified.
- (ii) The Management reserves the right to demand for demolition or physical removal/dismantle of any unauthorized works which are carried out in contravention with the terms and conditions set herein and to recover from the Owners all costs and expenses incurred in this connection.

10.0 RULES GOVERNING BULK DELIVERY AND HOUSE REMOVAL

- (a) Bulk deliveries and house removal should be carried out during the following hours:
 - Monday – Saturday - 9.00 am - 6.00 pm
 - Sunday & Public Holiday - 10.00 am - 5.00 pm

Residents and their contractors are reminded to inform the Management Office of their schedules, particularly when they fall on Sundays and Public Holidays.
- (b) All deliveries and removals must be reported at the Management Office prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purposes which cannot be verified.
- (c) All contractors must report at the Management Office to obtain identification cards, and must wear their cards at all times.
- (d) Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience residents. Packing and crating materials must be removed and disposed off from the condominium by the residents on the same day as they are being brought in.
- (e) Residents are not allowed to tap water/electricity supply from the common areas.
- (f) Unwanted materials, debris, etc. should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the resident concerned.
- (g) Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- (h) Residents shall be 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 replaced or repaired at the expense of the residents concerned.

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 fees 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 \$500/- 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 is 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 \$500/- 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 on Mondays and Fridays between 9.00 am and 5.00 pm and will not interfere with 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.

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- 13) I/we agree to box up the entrance of my/our unit during the period of renovations so as to prevent debris/dust from depositing onto the common area.
- 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.
- 18) I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act 2004 and by-laws/regulations imposed by the Management.

UNDERTAKING

I/We have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act 2004 and by-laws/regulations of the Management and all other rules and regulations stated herein. I/We undertake that no common property or facade will be affected/alterd 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 : _____

Rates of Permit Fees (subject to changes)

Administration Fee \$25/- (Non Refundable)

Renovation 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).

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

Administration Fee : _____ (Cash / Chq No. _____ -Inv.No. _____)

Deposit : _____ (Chq No. _____ -OR No. _____)

Total Collected :
=====

Received By : _____ Date : _____

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2536
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REQUEST FOR REFUND OF DEPOSIT

To : MCST 2536

From :

Subject Property : _____

Unit No. : _____

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

Deposit collected for Renovation/Moval

Payable To : _____

Mailing Add : _____

Signature : _____ Date : _____

(Please arrange for joint inspection upon completion of event)

For Official Use :

Amount Collected : \$ _____

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

Amount Of Refund : \$ =====

Certified By

- Guard : _____ Date : _____

- Cleaner : _____ Date : _____

- Maintenance : _____ Date : _____

- Approved By : _____ Date : _____