

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2578
EMERALD EAST

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 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 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)

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BY-LAW & RULES FOR RENOVATION

1. Residents shall not erect in their units any additional structures or make any alterations without the prior written permission of the Management. The Management shall have the authority to demolish or remove any such unauthorized additions or alterations after giving seven(7) days written notice to the resident concerned requesting him or her to remove the same and all cost 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 damages in respect of such demolition or removal including legal cost incurred by the Management on a solicitor-and-client basis.
2. Residents shall not carry out any works which may affect the external facade of the building without the prior written approval of the Management. Facade shall include windows, common areas, open areas and all other visible parts of the building which constitute or forms part of the external appearance of the building.
3. Residents shall not install any television or radio antenna on the roof top or on any external part of the subdivided building without the written consent of the Management.
4. 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 \$2000/- made payable to The Management Corporation Strata Title No. 2578.** 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.

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

	<u>Hours to carry out renovation works</u>	<u>Hours to transport materials and debris</u>
Monday-Friday	: 9.30am to 5.30pm	10.00am to 4.00pm
Saturday	: 9.30am to 1.30pm	10.00am to 12.00pm
Sunday & Public Holidays	: No works to be carried out	
Eve of Public Holidays	: No works to be carried out	
10 days before/after X'mas & Lunar New Year	: No works to be carried out	

Owners / tenants and their contractors must submit the schedules of work to the Management before any work commencement. Standard form may be obtained from the Management.

6. 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.
7. 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.
8. 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 right to get third parties to clean/clear up at the cost of \$150/- each time.
9. Residents are not allowed to tap water/electricity supply from the common areas.
10. Unwanted materials, debris etc... should not be left in the common areas of the Estate. Otherwise they shall be removed and the cost charged to the resident concerned.
11. All renovation works should be confined to the boundaries of the resident's unit. Hacking of structural slabs, columns and beams are strictly prohibited.
12. Residents must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors.
13. 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.
14. Renovation, alterations and additions to the units includes :
 1. Alteration, addition or removal of walls and the floor finishes;
 2. Demolition of walls, new partitions, installation of windows and grilles;
 3. Repositioning of internal doors and walls;
 4. Installation of false ceiling;
 5. Installation of built-in-cabinets and other large fixtures;
 6. Installation of air-conditioning;
 7. All works that involves bringing in sand and cement;
 8. All painting work other than those carried out by residents themselves;
 9. Installation or alteration of electrical and plumbing works.
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.

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16. Contractors are required to use the Lift Protection Canvas provided by the MCST during the course of the renovation period. No others shall be allowed. A daily rental fee of \$10/- (Dollars Ten Only) is payable for the use of the lift protection canvas. A receipt shall be issued upon payment.
17. Only fireman's lift & staircases are allowed to be used for the transportation of building materials. The contractor carrying out such unloading works must ensure that the lift floor, doors and walls are not being scratched/damaged. Any damages caused shall be repaired at the expense of the contractor concerned.
17. No storage space will be provided on site. The contractor also undertake to sweep and clean the lifts and lobby immediately after use.
18. 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.
19. The owner and contractor warrant that the works to be carried out will not in any way affect the structure of the premises, causes any leaks/spalling concrete, damage to private or public property whether or not it is in the ownership of Management Corporation. The owner and contractor shall undertake to indemnify the Management Corporation against any legal proceeding or suits arising from owner/resident, contractor or any of their servants or agents.
20. Contractor & their workers must leave the Estate by 5.30pm (Weekday) and 1.30pm (Saturday). No work is to be carried out on Sunday & Public Holidays.
21. The contractor must effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policy, which may be necessary.
22. The contractor is required to indemnify and keep indemnified the Management Corporation against all damages, action, claims or liabilities arising from the execution of the work.
23. Any omission or non-compliance of the rules, By-Laws, Section of The Building Maintenance And Strata Management Act 2004 (No. 47 of 2004) shall be deemed to be a breach of the Rules.

24. List of workers and their particulars :

<i>No.</i>	<i>Name</i>	<i>NRIC / Work Permit No. / Passport No.</i>

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<i>No.</i>	<i>Name</i>	<i>NRIC / Work Permit No. / Passport No.</i>

BY-LAW & RULES FOR BULK DELIVERY AND HOUSE REMOVAL

1. Bulk deliveries / house removals should be carried out during the following hours:

Monday – Saturday : 9.30am to 6.00pm
Sunday & Public Holidays : 10.00am to 3.00pm

Owners / Tenants and their contractor are reminded to inform the Management Office of their schedules, particularly on Sundays and Public Holidays.

2. All delivery and removal workmen must report to the security check-point prior to the works being carried out. Otherwise, the Management reserves the right to refuse entry to any unknown personnel for purpose which cannot be verified.

3. All contractors 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.

4. All deliveries/removals and workmen shall only use the designated area so as not to inconvenience other residents. Packing and carting materials must be removed and disposed off by the occupant / contractor on the same day as they are being brought in.

5. Unwanted materials, debris etc... should not be left in the common area in the Estate. Otherwise, they will be removed and the costs charged to the resident.

6. Residents must ensure that adequate measures are taken to protect the common properties during any bulk deliveries or house removals.

7. Residents must be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the resident concerned.

8. Residents are required to place a **cheque deposit of \$1000/- (One Thousand Only) made payable to The Management Corporation Strata Title No. 2578** with the Management before any bulk deliveries or house removal work can be carried out.

9. The deposit of \$1000/- shall be refunded free of interest but subject to any deductions by the Management for the cost to remedy any damage/s caused to the common property.

10. Contractors are required to use the Lift Protection Canvas provided by the MCST during the course of the renovation period. No others shall be allowed. A daily rental fee of \$10/- (Dollars Ten Only) is payable for the use of the lift protection canvas. A receipt shall be issued upon payment.

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UNDERTAKING

I/we have read and will undertake to abide by the by-laws stipulated in The Building Maintenance And Strata Management Act (No. 47 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we further declare that no work shall be carried out on the common property and the facade of the building shall not be altered.

By signing this application form I/we expressly 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 without notice)

Renovation Deposit \$2000/- (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 \$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).

Lift Protection Canvas \$10/- Per Day

For Official Use

Supervisor's Signature

Manager's Signature

Deposit : _____ (O/R No. _____)

Total Collected : _____ (Cash / Cheque : _____)

Received By : _____ Date : _____

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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 / Removal

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 : _____