

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

RENOVATION TO PREMISES

APPLICATION RECEIVED ON: _____ DATE: _____

Particulars of Owner

Name* : _____ Blk & Unit No. : _____

Contact Nos. : _____ (Residence) _____ (Handphone)

**If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.*

Particulars of Contractor

(if more than one contractor is engaged, please use separate form)

Company : _____

Address : _____

Co. Regn. No. : _____ Person-in-charge : _____

Contact Nos. : _____ Office) _____ (Handphone)

Section I - 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
- replacement of wall tiling within my/our premises - with hacking without hacking
- laying 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 internal door(s).
- Replacement of toilet door(s).
- Installation / Replacement of door gate
- Plumbing / Sanitary / Bathroom installation. (Specify: _____)

MECHANICAL & ELECTRICAL WORKS

- Installation of air-conditioning - Window Unit Split Unit
- To engage a trained air-conditioning unit installer with identification pass registered with BCA.*
- addition and alteration to electrical layout

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Description / Schedule of Renovation Work

Scheduled Commencement Date: _____ Scheduled Completion Date: _____

S/ N	Description of Renovation Works	For Official Use			Remarks
		Approved	Not Approved	Pending	

• *Application for hot work must be made separately in writing to the Management Office specifying the purpose of the hot work and the duration of this work.*

Signature of Owner / Contractor & Date

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Acknowledgement

We, the Owner and Contractor, as named above, herein attach the necessary plans and details of the works to be carried out and undertake to notify you of any revision of these plans and details.

We enclose a **cheque deposit of \$1,000.00** to be held by the Management of MCST 4463 for any damage to common area caused by my Contractor and/or by their personnel, or for removal of any building and renovation materials/debris/items left in the common area. The deposit will be refunded, free of interest, upon completion of works and satisfactory compliance with the Management's rules and regulations governing renovation works, otherwise appropriate recovery/deduction would be made.

We undertake to provide full support and total protection to the lift car panels and floor and lift lobbies.

We hereby undertake to comply with the Rules and Regulations visit <https://lafiestacondo.com.sg/houserules> governing the renovation works and to fully indemnify the Management against any claims/injury/cost/damage arising from the renovation works.

Others

(a)The Subsidiary Proprietor / Resident shall allow any authorised personnel of the Management access to their Unit during renovation for checking purposes and ensuring no unauthorised work has been or is being carried out. The authorized personnel is at liberty to take photographs of any unauthorised renovation works in the Unit for their perusal.

(b)The Management has absolute discretion to reserve all rights to reject any application and revoke any approval / permit granted. The Management shall not be liable for any cost or damage arising from the rejection of any renovation application or the revocation of any approval / permit.

Signature of Owner & Date

Authorised Signature of Contractor & Company Stamp

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(All payments by Cheque should be crossed and made payable to "MCST 4463")

For Office Use			
<input type="checkbox"/>	Receipt	Deposit Received : \$ _____	Date : _____
		Cheque No. : _____	Received By : _____
		Payment By : _____	
	Name	Date	Signature
Checked By:			
Approved By:			
<input type="checkbox"/>	Deductions/Penalties		
S/N	Description	Amount (w/GST)	
		\$	
		\$	
		\$	
		\$	
Total		\$	

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APPLICATION FOR RENOVATION WORK CHECKLIST

Name: _____ Blk : _____ Unit No. : _____

S/ N	Items	Description	Tick [✓]
1	Applicant	<u>Residential</u> The applicant must be Subsidiary Proprietor of the unit as stated on Strata Roll or New owner and Strata Roll not updated, to submit Option To Purchase (OTP) /stamp duty for verification or Authorised Agent (Letter of Authorization is to be submitted together with the application form)	
2	Deposit	Cheque payable to "MCST 4463" \$ 1,000 (Refundable) (Refund of deposit requires 6 to 8 weeks upon submission of request)	
3	Lift Padding	To be collected from guard post and put up only in fire lift by the contractor	
4	Work permitted Days and time	Mon – Fri : 9 am to 5 pm, Sat : 9 am to 1 pm Sunday and PH : No work	
5	Hacking, Drilling and Noise Work	-Major Hack and drilling – Max 3 days -All noise work : Mon – Fri 9 am to 4 pm Sat, Sun & PH : Not allowed	
6	Commencement Date	Indicate the start and end date of the renovation work. Maximum up to 4 weeks.	
7	Extension of work	Applicant is to write in officially at least 7 days in advance before the end of Permit date for extension work and list out the remaining works still required to be carried out. Approval is based on case-to-case basis.	
8	Contractor	Ensure that the details of the contractor are accurate and to submit their Insurance and Risk Assessment together with the application.	
9	Scope of Works	Works are to be stated or a list of scope of works is to be enclosed	
10	Demolish of wall	Obtain Professional Engineer Endorsement/Approval from relevant Authorities before submission of application form to the Management Office. All demolition works, other than floor tiles, are to be carried out by trained workers certified by Building and Construction Authority Academy (BCAA).	
11	Additional fixtures -Balcony -Patio -Awning -PES	-Any additional fixtures at balcony/ patio or installation of awning that will affect the facade of the building are not allowed unless there are specify design approved by the MCST. -Obtain Professional Engineer Endorsement/Approval from relevant Authorities based on the job requirement (if required) before submission of application form to the Management Office.	

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12	Replacement of Door/ Grill Gate/ Windows/ Window Grill	Any replacements of door /window /grill at that will affect the uniformity of the building are not allowed unless there are specify design approved by the MCST.	
13	Refuse Disposal	Cleanliness at common area and Contractor to remove all debris.	
14	Undertaking / Indemnity	The undertaking / indemnity form is signed by the Subsidiary Proprietor/ Authorised Agent and Contractor.	
15	Submission of Documents	To check all required documents are enclosed and submitted. E.g plans, Professional Engineer endorsement, list of scope of work, together with the cheques.	

More information regarding renovation, please visit <https://lafiestacondo.com.sg/houserules>

Acknowledged By : _____ (Signature)

Date : _____