

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 within my /our premises
- 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 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 : _____)

MECHANICAL & 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

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

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

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

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 governing the renovation works and to fully indemnify the Management against any claims/injury/cost/damage arising from the renovation works.

Signature of Owner & Date

Authorised Signature of Contractor & Company Stamp

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

For Office Use

Receipt

Deposit Received : \$ _____ Date : _____

Cheque No. : _____ Received By : _____

Payment By : _____

	Name	Date	Signature
Checked By:			
Approved By:			

Deductions/Penalties

S/N	Description	Amount (w/GST)
		\$
		\$
		\$
		\$
Total		\$

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

RULES & REGULATIONS

(i) Renovation Works

1. General

(a) A Subsidiary Proprietor / Resident intending to carry out any renovation, alterations or additions to a Unit; application to the Management must be submitted before carrying out any of the said works. All relevant documents such as plans / sketches and approvals from the relevant authorities (if necessary) must be submitted together with the application form.

(b) The Subsidiary Proprietor / Resident must notify the Management on the commencement date of such work together with a work schedule seven (7) days prior to the commencement of work.

(c) The Subsidiary Proprietor / Resident shall ensure that works to be carried out will not in any way affect the structure of the Unit or the Common Property.

(d) No works are allowed to carry out unless all necessary submissions are endorsed by the Management. However, such endorsement does not constitute approval from the Building Authorities. The Subsidiary Proprietor / Resident must bear full responsibility to ensure compliance with the Building by-laws, and other regulations from the relevant authorities that may be introduced and applicable from time to time.

(e) Due care and caution must be exercised at all times to ensure no disturbance, nuisance or annoyance is caused to other Residents.

(f) Due care must also be taken to ensure that no objects or materials are placed in such a way that it may endanger the safety of other Residents or member of the public.

(g) The Subsidiary Proprietor / Resident is required to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not it arose from the negligence of the Subsidiary Proprietor, Contractor or any of their servants or agents.

(h) The Subsidiary Proprietor / Resident shall ensure that there are no illegal workers being deployed to carry out renovation works in their premises.

2. Type of work

The Subsidiary Proprietor's / Resident's appointed contractor and its listed sub-contractors ("Appointed Contractor") can only carry out the type(s) of work specified in the Permit from the Management to the Subsidiary Proprietor / Resident.

3. Permitted Hours

(a) Work can only be carried out within the following times:

Mondays to Fridays	-	9:00am to 5:00pm
Saturdays	-	9:00am to 1:00pm

(b) No work is allowed on Sundays and Public Holidays.

(c) The Subsidiary Proprietor / Resident is to write-in to the Management three (3) working days prior to the work seeking approval, should there be a need to carry out work beyond the specified hours in Clause (3a). The scope of work to be carried out must not affect the quiet enjoyment of other Residents.

(d) Noisy work can only be carried out within the following times:

Mondays to Fridays	-	10:00am to 4:00pm
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4. Security Deposit

When a Subsidiary Proprietor / Resident submits an application for renovation works, he is required to place a refundable deposit of S\$1,000.00 made payable to: "MCST 4463".

Subject to the Management being satisfied that the Subsidiary Proprietor / Resident has complied with all conditions stated herein and that the completed renovation works have not caused any damage to the Common Property, the deposit will be refunded to the Subsidiary Proprietor / Resident free-of-interest.

In the event of any damage is made, the Subsidiary Proprietor / Resident shall be fully liable to rectify them within seven (7) days from notice served by the Management. Failing which, the Management reserves the right to make good the damage, deduct the rectification costs from the deposit and recover any remaining costs from the Subsidiary Proprietor / Resident. The deposit shall be forfeited if any of the conditions herein are not complied with.

Once the Management has approved the Subsidiary Proprietor's / Resident's application for renovation works, a permit for renovation will be given to paste outside their Units. This permit can only be removed towards the end of the renovation period. The Subsidiary Proprietor / Resident is advised to check with the Management before releasing the final payment to their Appointed Contractor.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

The Subsidiary Proprietor / Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the renovation.

5. Security / Renovation / Repair Works

(a) All workers of the Appointed Contractor are to register with the security personnel at the guard house before entering the Development. They are to report which Unit they will be carrying out the renovation works and to exchange their identity card, work permit or any other identification documents for a contractor pass. Upon entering the Development, all workers of the Appointed Contractor are to wear and display their contractor passes at all times.

(b) The Subsidiary Proprietor / Resident shall be responsible for the conduct and behaviour of his Appointed Contractor and his workman while in the Development.

(c) The renovation works must be carried out within the Subsidiary Proprietor's / Resident's Unit. Under no circumstances are works allowed to carry out in the Common Property. The workers shall not loiter in / around the Common Property.

(d) Any worker found misbehaving or refusing to comply with the security procedures shall be evicted from the Development and barred from future entry.

(e) All contractors and sub-contractors shall ensure that all their foreign workers hold valid work permits.

(f) A valid public liability insurance policy with sum insured of \$1 million in favour of the Management shall be provided for the duration of the renovation work if the Subsidiary Proprietor / Resident is to carry out any renovation works.

6. Protection to Common Property

(a) The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor takes all necessary precautions to protect the Common Property (particularly the lifts, passageways leading to the Unit) during their renovation period.

(b) Protection covers must be provided by the Subsidiary Proprietor / Resident or his Appointed Contractor at their own expense.

(c) Any damage to the Common Property shall be rectified by the Subsidiary Proprietor / Resident at their own expense. Failing which, the Management shall do good the said damages and deduct the repair cost from the deposit. In the event of the deposit being insufficient to meet the Management's claim, the difference between the said deposit and the amount claimed by the Management will be recovered from the Subsidiary Proprietor / Resident concerned. All Contractors are required to clean up the dirt / debris / stains created / caused on the Common Property during renovation on daily basis.

7. Removal of Debris

(a) All Appointed Contractors are required to remove their own debris from the Development daily or at such intervals as directed by the Management.

(b) If the debris is not removed at such intervals as stated above, the Management may proceed to engage other workmen for the removal and the cost arising therefrom will be recovered from the Subsidiary Proprietor / Resident. Deduction will be made from the deposit at the rate of S\$500.00 per lorry load calculated to the nearest whole load per occasion. The labour cost shall be calculated at the rate of S\$150.00 per workman per day.

(c) The Management or his workmen shall not be responsible for any loss of stocks, goods, parts, etc. whilst carrying out such clearance.

(d) Any shortfall in the amount recoverable shall be billed to the Subsidiary Proprietor / Resident as maintenance contribution arrears.

(e) Disposal of debris / renovation garbage through the waste pipe or refuse chute is strictly prohibited.

8. Obstruction to Common Passage, Fire Escape, etc.

The Subsidiary Proprietor / Resident shall ensure that all renovation materials are stored within his Unit as any obstruction to the common corridors, fire escape routes, etc. shall be immediately cleared away by the Management. All costs incurred shall be charged to the Subsidiary Proprietor / Resident concerned.

9. Cleanliness

The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor maintains the general cleanliness of the Common Property used by their workers. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.

10. Lift

(a) The Subsidiary Proprietor / Resident shall ensure that adequate protection are taken to protect the lift walls, flooring and fittings (including the provision of appropriate protection covers at his own expense) when using the lift for carrying out any works. The maximum allowable door height is 2.1 m.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

(b) No heavy machinery is allowed in the lift and the Subsidiary Proprietor / Resident shall ensure that there is no overloading of the lift. The maximum allowable weight is 1,020 kg (15 persons).

11. Electricity

All installation works carried out shall comply with the latest rules & regulations as according to the Singapore Standard and Code of Practice and shall be governed by all relevant regulations on electricity supply.

No upgrading / downsizing of electricity supply is allowed to be carried out unless detailed drawings are submitted by the Subsidiary Proprietor and approved by the Management and its Licensed Electrical Engineer. Such upgrading / downsizing works must be carried out by the Project Electrical Contractor. The cost will be borne by the Subsidiary Proprietor concerned.

12. Air-Conditioning Units

No installation of air-conditioning's condenser unit is permitted unless written permission is granted by the Management.

13. Replacement of Floor Tiles and Other Alteration and Addition at Wet Area

The bathrooms, kitchen, and flat roof are designated as wet area, and a layer of waterproofing membrane is laid below the tiles of all wet area. In order to prevent possible water leak to the ceiling of the immediate lower floor Unit, Subsidiary Proprietors / Residents are advised not to replace the floor tiles at wet areas. Any alteration affecting the waterproofing and resulting in leakage to the lower floor Unit shall be rectified by the Subsidiary Proprietor / Resident concerned and at their own cost.

14. Control of External Facade

(a) The installation of grilles for windows and doors of a unit shall be for security purposes only.

(b) Grilles should be fixed on the internal side of the windows for window grilles, and within the strata boundary line for the main door and yard. The colour for window grilles is required to match the existing window frame of grey colour, RAL 7012 Basalt Grey (powder coat). Alternatively, "Invisible Grille" which are made from high tension stainless steel that would not compromise the façade of the Development are acceptable grilles.

(c) The main door shall not be changed, painted or varnished with other colours that are not consistent with the existing type or colour.

(d) For installation of grille gate (at the main entrance) and the enclosure for yard area (other than with grilles), Subsidiary Proprietors are advised to obtain prior approval from Management in accordance with the specifications.

(e) To maintain the aesthetics of the building façade, all Subsidiary Proprietors who wish to install balcony screen are to follow the design, colour and specifications given by the Management and to make application to the Management for approval.

(f) For installation of outdoor roller blinds to prevent or to block out sunlight, heat or rain water from entering the balcony area, the approved colour shall be:

(i) (for blind) Grey, with colour code 331-7;

(ii) (for frame) Basalt Grey, with colour code RAL 7012 (powder coat).

(iii) (for Ziptrak blinds) Pewter, with 3% - 5% openness factor

and those with frame, the color code shall be RAL 7012 Basalt Grey (powder coat).

15. 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.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

(c) Subject to the prior written consent of the Management and the approval being obtained from the relevant authorities, repair, renovation, alteration or additional works are to be carried out by the Subsidiary Proprietor / Resident at his own cost and expense and under the following conditions: -

- (i) no hacking of any walls, beams, slabs, columns and any structural members;
- (ii) no re-location of the water and sanitary system;
- (iii) no re-running of the electrical system;
- (iv) no alterations or re-location of the terrace, doors and doorways;
- (v) no raising of the floor level or increasing the total load of the floor;
- (vi) no sunshades or awnings of any design or shape;
- (vii) no permanent or retractable clothes hanger / awnings.

(d) No pneumatic drills are permitted for any renovation works. Not more than two electric drills are permitted at each occasion.

(e) Precaution should be taken against damaging any concealed electrical wiring, water piping, air-conditioning piping, any other piping and floor slabs. It is the responsibility of the Subsidiary Proprietor / Resident and his Contractor to ensure such pipes and wiring are not damaged during their renovation works.

(f) Installation of air-conditioning units is only permitted in areas designated for such installations. Except for the foregoing and unless approved in writing by the Management, no Subsidiary Proprietor / Resident shall install any wiring for electrical or telephone installations or install any machines or air-conditioning units or other equipment or appurtenances whatsoever on the exterior of the Unit or Building or protruding through walls, windows or roofs thereof, whether or not visible from the outside of the Building.

(g) The Management shall have the authority to demolish or remove any unauthorized additions or alterations to the Unit after giving fourteen (14) days' written notice to the Subsidiary Proprietor / Resident concerned. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Subsidiary Proprietor / Resident who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including any legal costs incurred by the Management therefrom on an indemnify basis.

(h) Where the works undertaken poses a danger to lives or building, the Management has the right to terminate the said work immediately.

(i) If any of the above rules is breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works and demand the Subsidiary Proprietor / Resident to make good damage (if any) at his own cost.

16. About Internal Units' walls and floor

(a) Internal Walls

Units in La Fiesta are constructed with drywall system. The internal walls in the units are constructed using a durable impact resistant partition system, GypWall Robust that is superior alternative to traditional brick walls.

Please be advised on the below highlights on installations of fixtures/features on the Gyproc wall systems:

(b) Laminate Flooring

In order to keep your laminate floor looking new, it's important to properly clean and care for it. Laminate flooring is chosen for its easy care, durability and resiliency overlay, all of which will last permanently.

Laminate is first and foremost very easy to maintain. Nevertheless, proper cleaning is necessary. In order to maintain the exceptional appearance of your flooring, the correct use of cleaning agents and proper techniques are required.

By following the care and cleaning instructions, your laminate floor would last.

Care and cleaning tips

(a) Use a damp cloth to remove the toughest stains easily.

(b) Furniture should not be dragged or pushed across the surface. It should be lifted and put into place. For those with chairs on laminate floor, we highly recommend affixing felt pads to the chair legs. If using castors with office chairs, please use soft rubber ones.

(c) In high-traffic areas with lots of dirt, such as entryways, mats will help to protect against abrasions.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

(d) Furniture legs should be protected with felt pads to guard against scratching. Note that you can void your warranty should you not use felt pads.

(e) Office chairs with wheels should use class W, soft castors.

(f) Standing water should be avoided at all costs. Be extra cautious in areas with flowerpots, vases, near water faucets.

(g) If you use cleaning agents to cleanse the floor, make sure that all residues are removed. Never use cleaning agents that contain wax or oil. These materials cannot penetrate the surface or the laminate flooring, thus forming a film that attracts dirt.

Unsuitable cleaning agents:

- Waxes
- Bleach
- Strong Solvents
- Abrasive polish that can damage the surface coating

Basically, laminate floor can be cleaned with just a cloth, mop, broom or vacuum cleaner. Surface dirt can be easily removed with a cloth or vacuum cleaner. Scuff marks and difficult stains can be removed just as easily. Simply wipe your floor with a damp cloth. Please note that the cloth should be wrung out before wiping.

OTHERS

The applicant shall allow the authorised officer of the Management of MCST 4463 access into the unit under renovation for the purpose of checking that no unauthorised work is being carried out.

The Management in its absolute discretion reserves the right to reject any applicant or revoke any permit granted. The Management shall not be liable for any loss or damage arising from the rejection of the application for the renovation works.

By signing this application form, I/We expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

I/We _____ of unit # _____ agree to the above Rules and Regulations for renovation.

Signature of Owner/ Contractor & Date

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

CHECKLIST FOR RENOVATION

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

BEFORE WORK COMMENCED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles, Driveway
- Others, if any: _____

Name & Signature of Inspector: _____

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance of Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Others, if any: _____ Signature of Inspector: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

DURING PROGRESS OF RENOVATION

Date of Inspection: _____ Time of Inspection: _____

- Whether any beam or column being altered or damaged? If yes, specify: _____
- Window grilles and frames to be in a colour complying with the bylaw
- Condensers sited at kitchen wall
- Refuse Hopper not to be altered or removed
- Bathroom & wet area water proofed
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the structural level
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstated to match existing exterior surfaces
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

CHECKLIST FOR RENOVATION

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

AFTER WORK COMPLETED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles & Driveway
- Reinstatement to damages (if any) completed

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed

INTERNAL OF UNIT

S/N	Description/Checklist	Yes	No	Remark
1	Any painting/tiles on exterior walls, If yes, Please specify			
2	Main door/Service door any alteration, If yes, Please specify			
3	Any unauthorized hacking or drilling of structural walls, If yes, Please specify			
4	Any unapproved window grille design installed, If yes, Please specify			
5	Any unapproved window film installation, If yes, Please specify			
6	Any hanging or colored lights in balcony, If yes, Please specify			
7	Any removal of toilet bowl or flooring in toilet, If yes, Please specify			
8	Any unapproved door grille installation, If yes, Please specify			
9	Any installation of shoe rack in common corridor, If yes, Please specify			
10	Any change of position in Intercom unit/air-con units, If yes, Please specify			
11	Any loft installation, If yes, Please specify			
12	Any trucking of cable or unauthorized items installed outside the unit, If yes, please specify			

Others if Any:

Name & Signature of Inspector:

Approved for refund : [YES] [NO]
(Circle where applicable)