



# APPLICATION FOR RENOVATION

## Particulars of Resident

Name : \_\_\_\_\_ Owner / Tenant  
Block No : \_\_\_\_\_ Unit No : \_\_\_\_\_  
Contact Nos : \_\_\_\_\_ (Residence) : \_\_\_\_\_ (Handphone)

## 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

## Description / Schedule of Renovation Work

Commencement Date : \_\_\_\_\_ Completion Date : \_\_\_\_\_

Please provide Description of Renovation Work below :

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Any additions/alternations to electrical system including air-condition system? Yes / No \*

**"By providing your personal data to us, you agree that MCST 4058 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to MCST's related corporations and third parties who provide services to MCST 4058."**

## Acknowledgement

We, the Owners/Residents and Contractor, as above named, have read and confirm my acceptance of the terms and conditions herein and shall be liable for the breach of any such terms and conditions.

\_\_\_\_\_  
Signature of Owner/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorised Signature of Contractor and Company's Stamp

\_\_\_\_\_  
Date

**Terms and Conditions****1. Application for Approval**

- 1.1 Prior to the commencement of Renovation Works, Owners/Residents shall submit the prescribed application form at least seven (7) days in advance for Management's approval. These forms can be obtained from Management Office. For Renovation Works, copies of all relevant plans must be submitted together with the application form for Management's approval.
- 1.2 No work is to be carried out until approval from the Management is obtained.
- 1.3 Owners/Residents and their appointed contractors shall undertake to abide by and be subjected to all terms and conditions stipulated therein.
- 1.4 The Management reserves the right to refuse entry to any contractor if the application is not duly submitted.
- 1.5 The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any damages arising from rejection of the application or revocation of the said approval.

**2. Deposit**

- 2.1 A sum of S\$1,000.00 shall be paid as deposit upon application. The cheque shall be made in favour of "The MCST Plan No. 4058" before permission is granted for Renovation Works to commence.
- 2.2 Such deposit will be refunded to the Owners/Residents when the Management is satisfied that the Owners/Residents or their appointed contractors have not damaged any common areas, left debris or caused any inconvenience to the building for which the Management would have incurred cost to rectify.
- 2.3 Should the expenses of such rectification exceed the deposit, the Owners/Residents concerned shall be liable to pay the difference.

**3. Working Hours**

- 3.1 The working hours for the approved works shall be:
- |                                      |                             |
|--------------------------------------|-----------------------------|
| <b>Mondays to Fridays</b>            | <b>9:00 a.m. – 5:00 p.m</b> |
| <b>Saturdays</b>                     | <b>9:00 a.m. – 1:00 p.m</b> |
| <b>Sundays &amp; Public Holidays</b> | <b>No work is allowed</b>   |

Within the above permitted working hours from Mondays to Fridays, noisy works such as drilling or hacking shall only be carried out from 10:00am onwards. Strictly no drilling or hacking is allowed on Saturdays.

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The Management reserves the right to stop any works which interfere with the quiet and peaceful enjoyment of Owners/Residents.

### 4. **Security**

- 4.1 All workers of the appointed contractors must report daily at the security checkpoint to obtain identification passes for access into the Estate and must wear their passes at all times whilst in the premises. The Management reserves the right to refuse entry to any unknown person whose identity cannot be verified there and then.
- 4.2 Security personnel have the right to question any person found without a pass.
- 4.3 Owners/Residents shall be responsible for the good conduct and behaviour of all workers of their appointed contractors and the listed sub-contractors.
- 4.4 Other than the designated work area, no worker is allowed to loiter in the Estate.
- 4.5 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the Estate and barred from further entry.

### 5. **Lift/Staircase**

- 5.1 Only designated lifts and staircases are to be used by the appointed contractors.
- 5.2 Owners/Residents must ensure that their appointed contractors provide adequate protection, at the Owners/Residents' expenses, to the lift walls and flooring when transporting building materials, furniture and/or any items to and from the residence.

### 6. **Cleanliness**

- 6.1 Owners/Residents must ensure that their appointed contractors maintain the general cleanliness of the common areas used by their workers and sub-contractors. They shall ensure that the areas, dirtied by their contractors /sub-contractors and workers, are cleaned immediately to the satisfaction of the Management.
- 6.2 No debris, materials, tools, equipment is allowed to be placed in the common areas.
- 6.3 All debris must be removed from site daily. Failing which, the Management reserves the right to remove them and charge the disposal cost to the Owners/Residents concerned.

**7. Others**

- 7.1 Owners/Residents shall not under any circumstance, carry out any works, which may affect the external facade of the building including the affixing or erecting of any shades, blinds, exhaust fans, air-conditioners, condensing units, grilles and awnings, to make any additions or alterations to the windows, balconies or exterior openings or external parts of the building. Façade shall include windows in the residence, common areas, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the building.
- 7.2 Owners/Residents shall not install any television or radio antenna on the rooftop or on any external part of the subdivided building without the prior written consent of the Management.
- 7.3 Owners/Residents shall not erect in their residences any additional structures or make any alterations without the prior written approval of the Management.
- The Management shall have the authority to demolish or remove such unauthorised additions or alterations, by giving seven (7) days written notice to the Owners/Residents concerned, requesting them to remove the same. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Owners/Residents 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 legal cost incurred by the Management on an indemnity basis.
- 7.4 Owners/Residents and their appointed contractors must inform the Management of their schedule of works prior to commencement of works.
- 7.5 All renovation works should be confined to the boundaries of the residence. Hacking of structural walls, slabs, columns and beams is strictly prohibited. Owners/Residents shall indemnify the Management/Developer for any damage caused as a result of their act(s) whether intentional or otherwise.

- 7.6 All necessary precautions should be taken against damaging floor and gully traps in the bathrooms to avoid any subsequent water seepage/chokage to the lower floor residence. The Owners/Residents concerned will be requested to make good all damages at their own cost and will be responsible for any other claims from the Owners/Residents of affected residences.

Any renovation works including the floor/wall finishes in wet areas (i.e. bathrooms, kitchen, service yard or balcony) will void the original waterproofing warranty of the affected residence.

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- 7.7 Owners/Residents are not allowed to tap water/electricity supply from the common areas.
- 7.8 Owners/Residents shall allow the Management access into the residence under renovation for the purpose of checking that no unauthorised work is being carried out.
- 7.9 The Owners/Residents and their Contractors shall be liable for and shall indemnify the Management against any damage, expenses, liabilities, losses, claims or proceedings whatsoever in respect of personal injury to or death of any person whomsoever arising out of or in the course of or by reason of the carrying out of the renovation.
- 7.10 The Owners/Residents and their Contractors shall be liable for and shall indemnify the Management against any damages, expenses, liabilities, losses, claims or proceedings due to injury or damage of any kind to any property real or personal insofar as such injury or damage arises out of or in the course of or by reason of the carrying out of renovation works and provided always that the same is due to any negligence, omission, breach of contract or default of the Owners /Contractors or of any person for whom the Contractor are responsible including the Contractors' servants or agents or any sub-contractors, whether direct or indirect, and their servants or agents.
- 7.11 All subsidiary proprietors' contractors must take up a Third Party Insurance Policy for all renovation works under the joint names of Winnorth Investment Pte Ltd - Maintenance Fund Account/ Subsidiary Proprietors/ Subsidiary Proprietors' contractors' with an insurance company. The minimum sum insured is \$1,000,000.00. A copy of insurance policy shall be submitted to the Management upon request.
- 7.12 All subsidiary proprietors' contractors must take up Workmen Compensation for their workers to cover the renovation works under the joint names of Winnorth Investment Pte Ltd - Maintenance Fund Account/ Subsidiary Proprietors/ SubsidiaryProprietors' contractors with an insurance company and a copy of insurance policy shall be submitted to the Management upon request.

# APPLICATION FOR RENOVATION

**For Official Use**

**APPLICATION FOR RENOVATION**

Date of Issue : \_\_\_\_\_

Deposit Cash/Cheque : \_\_\_\_\_ Amount : \_\_\_\_\_

Issued By : \_\_\_\_\_ Receipt No : \_\_\_\_\_

**Refund of Deposit**

Your application for refund is **\*approved / not approved** by the Management.

There is no damage caused to the Common Property.

The following damages to the Common Property were caused :

To deduct a sum of S\$\_\_\_\_\_ and refund the balance of S\$\_\_\_\_\_.

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date Approved

Receipt / Cheque No : \_\_\_\_\_

Name of recipient : \_\_\_\_\_

\_\_\_\_\_  
Signature of recipient

\_\_\_\_\_  
Date