

APPLICATION FOR RENOVATION WORKS

(to be completed by Owner)

I	Particulars of Owner		
Name of Owner			
Address:			
Contact No.	Home:		Office:
Fax No. (if any):			
II	Particulars of Contractor		
(if more than one contractor is engaged, please use separate form)			
Name of Company			
Address of Company			
Contact No.			
Fax No.			
Person-in-charge			
III	Particulars of Renovation Works		
Commencement Date			
Completion Date			
Renovation Items			
IV	Undertaking by Owner		
<p>We hereby noted the By-Laws governing Private Enclosed Space (PES) and Private Balcony Space (PBS), agree and undertake to ensure that the Contractor abide by all terms and conditions as attached and as set out in the Resident's Handbook given to purchasers of Glendale Park.</p>			
_____ Signature of Owner		_____ Date	
V	For Official Use Only		
<input type="checkbox"/> Deposit of \$500 paid			
Cheque No.:		_____	Bank: _____
Processed by:		_____	_____
Name		Date	

TERMS AND CONDITIONS

1. Deposit

1.1 A minimum sum of **S\$500.00** shall be deposited with the Management Office before the commencement of any work. Cheques are to be made payable to: **“Management Corporation Strata Title Plan No. 2549”**.

1.2 Contractors shall be fully responsible for any damages at the Common Property caused by themselves and / or their workers. Such damages shall be made good to the satisfaction of the Management within 7 days, failing which the Management shall have the right to make good the damages and deduct the remaining cost from the deposit. The deposit will be refunded, free of interest, upon successful reinstatement of the completed works being carried out to the satisfaction of the Management.

2. Execution of Works

2.1 Passenger lifts and staircases are allowed to be used for the transportation of the building materials. The Contractors carrying out such loading and unloading works must ensure that the Lift Lobby floors, Lift doors and walls are not scratched / damaged. Any damages caused shall be repaired at the expense of the Contractor.

2.2 No storage space will be provided on site. All articles / materials must be stored within the Owner's premises. The Management shall be under no liability in respect of the loss or damages caused to the premises for the whole duration of the fitting out works.

3. Indemnity

3.1 The Owner shall keep the Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by him, as a result of a breach by the Contractor, its sub-contractors, employees or agents, of any of the Terms and Conditions mentioned in the Resident's Handbook, or as a result of any of the works undertaken by the Contractor for renovating the said premises.

4. Employment of illegal workers

4.1 The Owner shall ensure that the Contractor does not employ or permit or cause the employment of any illegal foreign workers to carry out any part of the Renovation Works at the above premises. The owner shall indemnify the developer in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Management by reason of any breach whether by the Owner or the Contractor or its sub-contractors.

5. Damages / Dumping of Debris

5.1 The Owner shall be fully responsible for any damages or dumping of debris to the Common Area caused by the Contractors and/or by their personnel. Such damages or debris shall be made good/removed out of the Estate to the satisfaction of the Management within seven (7) days, failing which the Management shall have the right to make good the damages or remove the debris and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the Owner/Contractor, otherwise the deposit is refundable to the Owner/Contractor, free of interest, upon completion of the renovation works.

5.2 **Subsidiary Proprietors are advised to monitor any renovation work which may choke the sanitation/drainage system or seepage as well. In the event of the sanitation/ drainage system choked as result of the renovation, the cost to clear the choke will be charged to the Subsidiary Proprietor and/or the Contractor.**

6. Vehicles/Lorries/Trucks – for loading/unloading.

6.1 Vehicles/Lorries/Trucks above class 3 will not be permitted to enter the Estate as the internal road is not able to withstand the weight and may cause damage to the tarmac. Vehicles larger than 14 feet will not be allowed entry into the Estate, for safety reasons.

CONTRACTOR'S REGISTRATION FORM

(to be completed by Contractor/s)

I	Particulars of Contractor	
	Company:	
	Address:	
	Contact No. (s):	
	I/C No.:	
	Vehicle No. / Type :	
II	Particulars of Worker/s	
	(A) <u>Name of Person-in-charge</u>	<u>I/C / Passport No.:</u>
	1) _____	_____
	2) _____	_____
	3) _____	_____
	(B) <u>Name of Workmen Sub-contractors</u>	<u>I/C / Passport No.:</u>
	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
	5) _____	_____
III	Undertaking by Contractor	
I / We shall abide by all the rules and conditions pertaining to the said application.		

Signature of contractor		

Name		

I/C No		

Date		Company Stamp
_____		_____