

APPLICATION FOR RENOVATION WORKS & CONTRACTOR REGISTRATION FORM

Particulars of Resident

Unit To Be Renovated: (Block No.) _____ (Unit No.) _____
 Name of Resident: _____
 Email Address: (Home) _____ (Work) _____
 Telephone No.: (Home) _____ (Work) _____ (HP) _____

Documents Required (Please tick):

- [] Owner – Proof of resident
 [] Tenant – Tenancy Agreement & Owner's Authorisation Letter

Particulars of Contractor

Name of Company: _____
 Address: _____
 Business Reg. No.: _____
 Person-In-Charge: _____
 Telephone No.: (Work) _____ (HP) _____ (Alternative Contact) _____
 Email: (Work) _____

Commencement Date: _____ Completion Date: _____

Summary of Proposed Renovation Works:

In applying for approval, the owner and the contractor undertake to abide by and be subject to the terms and conditions as described in the By-Laws of MCST 3634 (Please refer page 4-8 of this attachment).

By providing your personal data (e.g. name, contact, identification and/or vehicle number) to us, you agree that MCST 3634 ("**Organisation**") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

 Name of Resident (Lessee or Tenant)

 Signature & Date

 Authorization from Unit Owner

 Signature & Date

 Name of Contractor

 Signature & Date

 Company Stamp of Contractor

APPLICATION FOR PERMIT FOR CONTRACTORS

Undertaking

I do solemnly declare that all the particulars I have given in my fittings-out works application are true and correct in every detail, and I have obtained approval of the relevant authorities as required by law to carry out my renovation works. I have read, and will abide by the By-Laws of MCST 3634 – Renovation Works laid down by the Management for the renovation work and agree to pay the penalties decided by the Management for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents

I enclose herewith a cheque of S\$1000.00 being the renovation deposit. I understand that this deposit will be refunded to me without interest upon the completion of my renovation works provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained in the By-Laws of MCST 3634. I agree to pay a penalty of S\$1000.00 (inclusive of GST) per day to the Management if my contractor fails to clear building material or debris from any part of the common area. I shall also indemnify and keep the Management indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities

* Important Notes

Before the commencement of fitting-out works:

1. Please submit a cheque of S\$1000.00 (payable to “MCST Plan No. 3634”) as deposit.
2. A fee of **S\$50.00 (inclusive of GST)** for the usage of lift protection package is to be made payable to “MCST 3634”
2. The contractor is required to submit an insurance policy for public liability of at least S\$1 million coverage.
3. A renovation plan (fitting-out-works) must be attached to the application form.

Name of Resident: _____

NRIC / Passport No.: _____

Signature: _____ Date: _____

FOR OFFICIAL USE – Permit No.: _____

The bearer of this note is authorised to have access to Dakota Residences for carrying out renovation works at:

Block No. _____ Unit No. # _____

Date of Commencement: _____ Date of Expiry: _____

Name of Company: _____ Name of Contractor _____

Deposit Collected: S\$1000.00

[] By Cheque / Cheque No.: _____

Acknowledgement Slip No.: _____ Date of Issue: _____

The Management of Dakota Residences

(Name & Signature of Officer): _____

TAKEOVER & HANDOVER AFTER *BULK DELIVERY / RENOVATION

Name of Resident: (Owner / Tenant): _____ Blk No.: _____ Unit No.: # _____ -

S/no	Location	Thing to check	Status of defect		Defect(s) Remark
			YES	NO	
1	LIFTS and LIFT LOBBY	Any dent cause to the internal / external door			
		Any damage cause to the lift call button			
		Any other damage within the internal lift structure			
		Any damage to the main lobby door			
		Any damage at the lobby area			
		Any carton paper shaft between lift door and carriage			
		Use of lift and wall protection			
2	Common Area (Car park level and resident lift yard area)	Any damage cause to the Service door etc : scratch / dent			
		Any damage to door hinge, intercom panel			
		Any damage to the wall paint			
		Any damage to the pillar leading to the service door			
		Any debris and card board left unclear			
		Any damage cause to the car park lot by the delivery items			
3	OTHERS				

Acknowledgement by Contractor Representative

Name of representative : _____

Name of Company : _____

Signature : _____

Telephone Contact : _____

Date & Time : _____

Check performed by

Name of Guard : _____

Signature : _____

Date & Time : _____

This form must be submitted to the Estate management office upon completion of delivery or works for deposit cheque refund. Arrangement(s) to complete defect(s) reported above by contractor (if any):

STANDARD CERTIFICATION BY THE PROFESSIONAL ENGINEER FOR REOVATION
WORKS INVOLVING DEMOLITION OF NON-STRUCTURAL ELEMENTS

I, _____, the Professional Engineer, appointed
by the Subsidiary-Proprietor, _____ of Block and Unit
Number _____ of MCST 3634, Dakota Residences, have checked the
approved structure plan and inspected the structural condition of the Unit and hereby certify
that no structural element will be altered or demolished in the proposed renovation works.

Professional Engineer
For Renovation Works
(Signature and Stamp)

Date

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

Section 3 - Renovation Works

Administration

1. A Subsidiary Proprietor must seek approval from the Management before carrying out renovation works. In this context, renovation works shall include the works listed in Appendix 2 & 3.

Application shall be made on **Form DR001** and **Form DR001A** as prescribed. Application forms are available at the Management Office. **A renovation plan must be attached with the completed application form for submission.** All renovation works can only commence upon receipt of a written approval from the Management Office.

Notwithstanding the approval granted by the Management, the Subsidiary Proprietor must ensure that all works carried out in this Section must be performed by qualified and competent workmen and submissions done by qualified person(s), in compliance with the relevant building codes and regulations. The Subsidiary Proprietor shall be fully responsible to ensure that the works comply with the authorities' requirement.

2. Subsidiary Proprietors who wish to carry out Alteration and/or Addition works to their Housing Unit(s) must obtain the approval from the Building & Construction Authority (BCA) and/or other relevant authorities.
3. Design and colour of grilles on front door, balcony, windows, sliding doors and yard etc. shall conform to the approved design and color scheme implemented from time to time. Please obtain the necessary approvals from the Management before you begin any renovation or grilles installation. All grilles should be installed behind the windows, sliding doors and the boundary line of the unit, except for main doors.
4. The Subsidiary Proprietor must submit the following to the Management for endorsement at least one week before the commencement of the works:
 - (a) **Form DR001** together with stating the nature and extent of renovation works to be carried out and the particulars of the Contractors.
 - (b) **Form DR001A** together with the renovation deposit and relevant insurance coverage.
5. Before carrying out any modification or upgrading of the electrical supply/circuit, the Subsidiary Proprietor must get endorsement from a professional electrical engineer on the necessary drawings/plans and written approval from the relevant authorities (if any) and the Management before proceeding with such work.
6. The Subsidiary Proprietor is responsible for ensuring that his Contractors comply with the terms and conditions governing the renovation works.
7. The Subsidiary Proprietor must obtain a list of the names of the workers' for submission to the Management before the commencement of the renovation works. Illegal worker is not allowed into the Estate and if found, will be asked to leave immediately. The Subsidiary Proprietor and his/her appointed renovation Contractor shall keep the Management indemnified against any legal liability with regard to illegal worker and unauthorized renovation works.
8. Renovation works and/or additional/alteration works affecting the Development's Gross Floor Area will not be approved.
9. **Hacking of building's structure is strictly prohibited.**
10. Subsidiary Proprietors who carry out renovation works are required to dispose of all renovation debris to government dumping ground **at their own costs and expenses.**

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Renovation Deposit

11. The Subsidiary Proprietor is required to place a deposit of **S\$1,000.00** with the Management before commencing renovation work. Cheques for major renovation works will be banked into the Management account.

The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the By-laws stated herein.

Installation of Fixtures/Fittings at the Balcony/Private Enclosed Space

12. To maintain the aesthetics of the building façade, a Subsidiary Proprietor and Resident who wishes to construct, erect or install any fixture and/or fitting within the balcony or private enclosed space of their unit(s) shall consult with the Management to ensure that the proposed fixtures and/or fitting conform to the relevant By-laws.
13. Subsidiary Proprietor and Resident shall not, under any circumstances, carry out any work which may affect the external façade of the building, including the affixing or erecting of any shades, blinds, exhaust-fans, air-conditioners, condensing units, grilles and awnings, permanent or retractable clothes hangers or make any additions or alterations to the windows, balconies or exterior openings or external parts of the building.

Facade shall include windows in the residence, common areas, open areas and all over visible parts of the building, which constitute or form part of the external appearance

14. Any renovation work which involves the floor/wall finishes to wet areas and/or removal of sanitary items will void the warranty for the waterproofing system given by the main contractor and/or nominated sub-contractors.
15. Only the following type, design, colour and specifications may be installed at the balcony of all units:
 - (a) The number of lights and location of the light fittings are determined by the lighting provided in the unit.
 - (b) Installation of blinds facing the exterior shall be in off-white/cream to maintain a uniform appearance of the building.
 - (c) Samples are available in the Management Office. Approval has to be given by the Management prior to installation.

Public Liability Insurance Policy

16. The Subsidiary Proprietor and his Contractor shall jointly sign the application form prior to any renovation works and such undertaking shall be taken as sufficient notice of such Rules and Regulations. **The Contractors are required to take up an insurance policy for Public Liability of minimum S\$1 million coverage before the commencement of the renovation works. A Copy of the insurance policy is to be submitted together with the application form.**

Working Hours

17. The Subsidiary Proprietor and his Contractor and/or agent must exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other occupiers of the estate. All renovation works including deliveries must be carried out only during the following hours:

Mondays to Fridays	: 9:30 am to 5:00 pm
Saturdays and eve of Holidays	: 9:30 am to 12:30 pm
Sundays & Public Holidays	: Strictly no work allowed

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

Compliance with the Existing Laws

18. No work is allowed to be carried out unless the necessary submission is endorsed by the Management and application approved by the relevant authorities, if needed.

The endorsement from the Management does not constitute an approval by the relevant authorities. The Subsidiary Proprietor must bear full responsibilities to ensure compliance with the By-laws and other regulations, guidelines and statutory requirements of relevant authorities as may be introduced and applicable from time to time.

Safety of Workers

19. The Subsidiary Proprietor is responsible for the action of his Contractors, sub-contractors and their workers. Appropriate measures must be taken to ensure the safety of the workers.

Limitation of Work Space

20. Renovation works must be carried out within the Subsidiary Proprietor's Housing Unit. All equipment and materials must be stored within the Subsidiary Proprietor's Unit.

Noise and Dust

21. The Contractors shall not create excessive noise and dust that will interfere with the peaceful enjoyment of the Residents. Subsidiary Proprietor(s) shall be responsible to ensure that this is complied with at all times throughout the renovation period.
22. All approved hacking, drilling or demolition works within the housing unit shall be carried out during the stipulated working hours and be completed within the approved period. A liquidated damage of **S\$100.00** (including GST) per day shall be imposed on the Subsidiary Proprietor if the hacking or drilling is carried out after the approved time and period.

Vehicles

23. The Contractors shall only park his motor vehicle at approved parking lots. Loading and unloading shall only be carried out at designated area. The height limit of the car park and sheltered area is **2.2 meters**.

Behavior of Workers

24. When in the Common Area or the Housing Unit, the renovation workers have to observe the following:
- (a) Be suitably clothed;
 - (b) Not to use languages or behave in a manner likely to cause offence or embarrassment to others lawfully using the Common Area or Common Property, other Residents or their Guests;
 - (c) Not to obstruct the lawful use of others of the Common Property;
 - (d) Not to damage any lawn, trees, scrubs, plants or flowers that are situated on the Common Areas;
 - (e) Not to mark, paint, drive nails, screws or like into or otherwise damage or deface any structure that form part of the Common Property without the consent in writing from the Management; and
 - (f) Not to use the common toilets and washing bays for cleaning and washing of tools.

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Protective Covering for Lifts

25. All Contractors/renovation workers should only use designated Firemen Lifts only to transport their building materials or debris. The Contractor is to provide his own material to protect the lift components adequately. Adequate protection must be ensured by the Subsidiary Proprietors and Residents during the delivery or removal of materials by their Contractor.
26. During the course of the renovation works, Subsidiary Proprietors are responsible to brief their renovation contractors that they are allowed to utilize the Fireman Lift only or lift(s) designated by the Management by prior arrangement so as not to inconvenience other Residents.
27. All Contractors/renovation workers are not allowed to halt the lift by inserting stopper in between the lift doors. The Contractors/renovation workers shall be fully responsible for any damages that may arise from the above act.

Reporting to the Guardhouse

28. All Contractors or their authorized personnel must report to the guardhouse when entering and leaving the Development. Details of foreign workers permit are to be given to the security guards at the guardhouse prior to entering the Development. Contractors should also exchange for a Contractor's Pass when entering.

The security guards have been given strict instructions to question all suspicious persons found on the Development. Action will be taken against unauthorized persons on the Development.

Heavy Equipment and Permissible Hacking Duration

29. The workers are not allowed to use heavy-duty hacker or concrete breaker in the course of their work. Hacking works shall be completed in the minimum number of days and a work schedule must be submitted to the Management Office for such works in advance.

Water and Power Supply

30. The Contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subject to a charge (including administrative charge) imposed by the Management.

Cleaning of Common Areas

31. The Subsidiary Proprietor must ensure that their Contractors do not dump any of the renovation debris indiscriminately onto the Common Area or into the rubbish chutes or by leaving the debris at the bin centre for disposal. All renovation debris must be removed from the Development daily.
32. Where building materials, equipment have to be placed in the Common Area, the consent of the Management must be obtained. The Contractor must abide by the Management's decision as to when, where and for what length of time the material, equipment or debris is to remain within the allocated or designated Common Area. The area must be cleaned after the approved use. The Management will not be responsible for any loss/damages to items.
33. The Subsidiary Proprietor will be charged a minimum penalty of S\$100.00 per day should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

Inspection by the Management

34. The Management and/or Management shall have the right to gain free access into the premises at any time during office hours to inspect renovation works being carried out in the Housing Unit.
35. The Management reserves the right to stop or demolish any unauthorized work which is carried out in contravention to the Rules and Regulations set herein or the by-laws and to recover from the Subsidiary Proprietor all costs and expenses incurred in this connection.
36. The Management shall not be responsible for any liability, loss, claim or proceeding arising out of or in the course of such action.
37. Upon completion of the renovation works, the Subsidiary Proprietor must notify the Management to arrange for a joint inspection to ensure that only approved works were carried out and there was no violation of the stated Rules and Regulations.

Damage Caused by Contractors

38. The Subsidiary Proprietor is fully responsible for any human injury and damage caused to the Common Property by his Contractors.

They are to make good to the satisfaction of the Management within seven (7) days. Failing which, the Management reserves the right to make good the damages and deduct the costs from the deposit.

In the event of the renovation deposit being insufficient to meet the claim imposed by the Management, the Subsidiary Proprietor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

Words of Precaution

39. Subsidiary Proprietors are reminded to inform their renovation Contractors of the presence of concealed gas piping in the Housing Unit.
40. Subsidiary Proprietors are advised not to carry out wet polishing of flooring which may choke the sanitation/drainage system or cause seepage. In the event the sanitation/drainage system is choked as result of wet polishing of flooring, the cost of clearing the choke will be charged to the Subsidiary Proprietor and/or the Contractor.
41. Strictly no disposal of bulky waste, construction debris, wood waste and flammable liquid etc. into the Housing Unit's refuse chute. The refuse chute is strictly for the disposal of domestic refuse only.
42. Please note that if the water service installation is left unused for some time especially if unit is unoccupied, it must be flushed at regular intervals to ensure that the water quality is not impacted and there is no discoloration of water.
43. There are planter boxes in your unit, it is most appropriate to be used to contain potted plants which would further enhance the Development's landscape theme. To prevent chokage of the drainage outlet within your planter, owners are advised to ensure that a proper soil drainage system is provided prior to filling up the planter with soil. Notwithstanding the provision of the sub-soil drainage system, individual owners should exercise due care and carry out constant maintenance to the drainage outlet to prevent any potential chokage and/or stagnation of water resulting in mosquito breeding.

APPLICATION FOR RENOVATION WORKS & CONTRACTOR REGISTRATION FORM

Please be reminded that hacking or heavy/very noisy works are permitted strictly during these hours:

Monday to Friday: 2:00 PM to 5:00 PM

Weekends and Public Holidays: Not permitted

CONTRACTOR ACKNOWLEDGEMENT AND AGREEMENT REGARDING WORK TIMINGS AND RENOVATION & HACKING PERMIT DATES

Acknowledgement of Understanding

By signing this Agreement, the Contractor acknowledges that they have read, understood, and agree to comply with the above conditions regarding work timings and renovation and hacking permit dates.

Signed:

Client:

Name: _____

Signature: _____

Date: _____

Contractor:

Name: _____

Signature: _____

Date: _____