

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

GST No: 201407662W

**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, kindly indicate further details on pg7)

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Person-in-charge : \_\_\_\_\_ Contact Nos. : \_\_\_\_\_ (Office) \_\_\_\_\_ (Handphone)

**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	

(1) Any hot work involved? Yes / No \*

(if Yes, please submit the method statement and risk assessment)

(2) Any modification to non-structural walls, electrical wiring, sanitary or plumbing facilities? Yes / No \*

(If Yes, please specify and submit Professional Engineer's certification or the respective Licensed Worker's endorsement)

\_\_\_\_\_  
Signature of Owner & Date

\_\_\_\_\_  
Authorised Signature of Contractor, Company Stamp

\* Delete where appropriate.

**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 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 acknowledge and understood that any defects reported to the Developer are confirmed to have been rectified satisfactorily by the Developer prior to this renovation application. No claim whatsoever to those defects already rectified and done by Developer would be entertained.

We undertake to provide full support and total protection to the lift car panels and floor and lift lobbies. By submitting this application, we acknowledge that the joint inspection with developer to our unit has completed.

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 "EL Development (Yishun) Pte Ltd – Symphony Suites")*

**For Official Use – Security Deposit**

**Receipt** Deposit Received : \$ \_\_\_\_\_ Date : \_\_\_\_\_  
Cheque No. : \_\_\_\_\_ Received By : \_\_\_\_\_  
Payment By : \_\_\_\_\_

**Deductions/Penalties**

S/No.	Description	Amount (w/GST)
		\$ _____
		\$ _____
		\$ _____
	Total	\$ _____

**Refund**

Deposit Amount \$ \_\_\_\_\_  
Deductions \$ \_\_\_\_\_  
Amount to Refund \$ \_\_\_\_\_

**Acknowledgement of Deposit Refund**

Deposit Refunded : \$ \_\_\_\_\_ Cheque No. : \_\_\_\_\_

Name of Recipient : \_\_\_\_\_

NRIC / Passport No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Recipient & Date

**RULES & REGULATIONS**

**APPLICATION**

1. A Subsidiary Proprietor or an Occupier of a lot who wishes to carry out renovation, alteration or addition works shall seek the approval of the Management. Application is to be made on prescribed forms available from the Management Office.
2. The completed forms should be submitted together with the stipulated deposit and 2 sets of scaled drawings of the unit layout, proposed Builders' and / or M&E works to the Management Office.
3. A Subsidiary Proprietor or an Occupier of a lot who wishes to install any security or safety device, screen or structure shall seek the approval of the Management and comply strictly with the guidelines and requirements that may be prescribed regarding such installations. The Management reserves the right to change or add any of these guidelines or requirements as deem fit.
4. The Management will not permit any structural alterations to the building. Any modification pertaining to non-structural walls MUST be submitted with a Professional Engineer's Certification. Any modification to electrical wiring, sanitary and plumbing facilities will require endorsement by the respective licensed worker.
5. All additions / alterations which will affect the external appearance of the development will not be allowed.
6. The Subsidiary Proprietor or an Occupier of a lot is not permitted to install any roof cover on the roof terrace.
7. Rules governing renovation should be read in conjunction with the Sales & Purchase Agreement where the Subsidiary Proprietor or an Occupier of a lot is to ensure that their contractors conduct Risk Assessment, which is in accordance with the Workplace Safety & Health Act before the commencement of the works.
8. By providing your personal data (e.g. name, contact, identification etc) to us, you agree that EL Development (Yishun) Pte Ltd and its appointed agents ("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

**DEPOSIT**

1. A Subsidiary Proprietor or an Occupier of a lot shall place a deposit of \$1,000.00 by cheque with the Management or such amount as may be determined by the Management, before the commencement of the renovation works. All cheques shall be made payable "**EL Development (Yishun) Pte Ltd – Symphony Suites**" prior to the constitution of the Management Corporation and thereafter to the Management Corporation.
2. 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

**TYPE OF WORK**

Contractors and sub-contractors of Subsidiary Proprietor or an Occupier of a lot can only carry out the type of work specified in the approval letter to the Subsidiary Proprietor.

**DURATION OF WORK**

1. A Subsidiary Proprietor or an Occupier of a lot shall ensure that the renovation works are kept within a maximum duration of 2 months and within the following stipulated periods:

Day	:	Hours
Mondays to Fridays	:	9am to 5pm
Saturdays	:	9am to 1pm
Sundays & Public Holidays	:	No work is allowed

2. Within the above permitted working hours from Mondays to Fridays, noisy works such as drilling, hacking, etc shall only be carried out from 10 am to 4 pm. Strictly no works are allowed on Sundays & Public Holidays.
3. Contractors of Subsidiary Proprietor or an Occupier of a lot must inform the Management of their schedule of works. Hacking should be completed within seven working days. If an extension for hacking work is required, a written application must be submitted to Management for approval. Approval will be at the discretion of the Management.
4. All Residents / contractors are not allowed to tap water / electricity supply from the common areas.
5. Contractors are to report to the Guard House before commencement of any work. All personnel are to exchange for a Pass before entry and returned at the end of each day. Any damage or misplacement of the Pass is subject to a replacement fee of \$30.00 (\$32.10 incl. GST).
6. Smoking is not permitted at the common areas of the development. An administrative fee of \$500.00 will be imposed and deducted from the deposit if anyone is found smoking in the common areas of the development.

### **INSTALLATION OF GRILLES**

To maintain the aesthetics of the building facade, a Subsidiary Proprietor or an Occupier of a lot who wishes to install grilles for windows are to abide by the following regulations and should seek prior approval from the Management:

1. Grilles for windows and any other installation shall be based on the recommended designs.
2. All grilles should be installed on the internal side of the windows / sliding doors and within the strata boundary line leading to the service lobby so that no common areas will be encroached.
3. All grilles are not permitted to be installed on the window frame and the proposed installation method has to be approved by the Management.

### **ADDITIONS / ALTERATIONS THAT AFFECT EXTERNAL FACADE**

A Subsidiary Proprietor or an Occupier of a lot will have to seek prior written approval from the Management for all additions/alterations which will affect the external appearance of the development. Additions / Alterations affecting external appearance will include, but not limited, to blinds, solar control films, parasol, etc.

### **BUILDING MATERIALS / DEBRIS**

A Subsidiary Proprietor or an Occupier of a lot shall ensure that the appointed contractor takes reasonable steps to:

1. Store or deposit all building materials / debris within the strata lot or at the designated temporary storage area approved by the Management.
2. Not to store renovation debris indiscriminately and disposing such debris into the common chute, toilet bowls, basins or wash area.

The Management shall have the right to remove any building materials / debris / items left in the common areas and deduct the cost and administration charges from the deposit without prejudice to the Management's right to recover additional costs from the Subsidiary Proprietor or an Occupier of a lot should the deposit be insufficient.

### **TRANSPORTATION OF MATERIALS**

A Subsidiary Proprietor or an Occupier of a lot shall ensure that his/her renovation contractor:

1. Uses only the designated lift and takes note of space limitation of the lift (doors opening 0.9 x 2.1 metres ; internal lift car space 1.4 x 1.75 x 2.4metres)
2. Erects protective covers for the lift before transporting materials to the apartment unit and ensures that the protective covers are removed upon completion of work.
3. Does not overload or damage the lift during transportation.
4. Cleans up the lift lobby and common corridor daily or when instructed.
5. The height limit for basement carpark is 2.1 metres.
6. Follows strictly the directional route that is painted on the car park flooring when driving into the development and parks only at designated car parking lots

### **APPROVAL OF RELEVANT AUTHORITIES**

A Subsidiary Proprietor or an Occupier of a lot shall comply with and obtain the prior written approval of all relevant authorities for any proposed alterations or additions. Copies of the written approval from the relevant authorities must be forwarded to the Management for record.

### **STRUCTURAL MEMBERS**

A Subsidiary Proprietor or an Occupier of a lot shall ensure that no structural members such as columns, walls and beams within the unit are tampered with in the course of the renovation.

### **BATHROOM / WET AREA WATERPROOFING MEMBRANE**

1. A Subsidiary Proprietor or an Occupier of a lot shall avoid carrying out any works to the wet areas such as bathrooms, kitchen and yard area that may either result in the waterproofing membranes being damaged or rendering the waterproofing warranty void.
2. A Subsidiary Proprietor or an Occupier of a lot who intends to renovate these areas must seek the advice of a waterproofing specialist before they carry out the works.
3. If any renovation works are carried out in the above areas, Subsidiary Proprietors or Occupier of a lot are advised to obtain separate warranties from the original waterproofing contractor as the existing warranty will be rendered void.

### **INDEMNITY**

A Subsidiary Proprietor or an Occupier of a lot shall keep the Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by the Management, as a result of a breach by the contractor, its sub-contractors, employees or agents, of any of the Rules and Regulations mentioned, or as a result of any addition and / or alteration to the premises, or any of the works undertaken by the contractor for renovating the said premises.

### **EMPLOYMENT OF ILLEGAL WORKERS**

A Subsidiary Proprietor or an Occupier of a lot 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 Subsidiary Proprietor or an Occupier of a lot shall indemnify the Management in respect of any claims, actions, proceedings, damages or costs brought against, incurred or suffered by the Management by reason of any breach whether by the Subsidiary Proprietor / Occupier or the contractor / sub-contractors.

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### **DAMAGE**

A Subsidiary Proprietor or an Occupier of a lot shall be fully responsible for any damage to the common areas caused by the contractors and / or by their personnel. Such damage shall be made good to the satisfaction of the Management within seven days from the notice given by the Management. Failing which, the Management shall have the right to make good the damage and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining cost from the Subsidiary Proprietor or an Occupier of a lot.

### **OTHERS**

The applicant shall allow the authorised officer of the Management 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.

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

\_\_\_\_\_  
Signature of Owner & Date

\_\_\_\_\_  
Authorised Signature of Contractor, Company Stamp

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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Particulars of Contractor	
Company :	_____
Address :	_____
Person-in-charge :	Contact Nos. : _____ (Office) _____ (Handphone)
Schedule of Renovation Work	
Scheduled Commencement Date:	_____ Scheduled Completion Date: _____

Particulars of Contractor	
Company :	_____
Address :	_____
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**For Official Use**

**Checklist for Renovation**

Blk & Unit No: \_\_\_\_\_

**Before Work Commenced**

**External of Building**

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

**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
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc
- Others, if any: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Inspector                      Date of Inspection                      Time of Inspection

**During Progress of Renovation**

- 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)
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc
- Others, if any: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Inspector                      Date of Inspection                      Time of Inspection



DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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**For Official Use**

**Checklist for Renovation**

Blk & Unit No: \_\_\_\_\_

**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 of 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 unauthorised 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 removal of toilet bowl or flooring in toilet, If yes, Please specify			
7	Any installation of shoe rack in common corridor, If yes, Please specify			
8	Any change of position in Intercom unit/air-con units, If yes, Please specify			
9	Any loft installation, If yes, Please specify			
10	Any trucking of cable or unauthorised items installed outside the unit, If yes, please specify			

**Others if Any:**

\_\_\_\_\_  
Name & Signature of Inspector

\_\_\_\_\_  
Date & Time of Inspection

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