

APPLICATION FORM FOR ADDITION/ ALTERATION /REPAIRS/ RENOVATION WORK

Personal Data Protection ACT (PDPA)

By providing the information contained in this form, you agree and consent to Management and its authorised representatives and/or Managing Agent in collecting, using and sharing the information within the context of this application

Date: _____

To: The Management Corporation Strata Title Plan No. 2205

Dear Sirs:

I/We hereby deposit a sum of S\$1,000.00 with "The Management Corporation Strata Title Plan No. 2205", being renovation deposit for the repairs/renovations being carried out at Blk/Unit No. _____ during the period from _____ to _____ (maximum of one month).

I/We agree to adhere to the Rules & Regulations laid down and understand that the renovation deposit will be refunded, free of interest, subject to compliance with the conditions stated under these Rules & Regulations and to all claims by the Management arising out of or in the course of the execution of such work.

Blk/Unit Number : _____

Name of SP : _____

Contact Address : _____

E-mail Address : _____

Contact Telephone : _____ (Res.) _____ (Off.)

_____ (Pgr.) _____ (Hp.)

Brief description of work or enclose details on separate sheet when necessary

Type of tools/equipment and construction techniques to be used:

Signature of Applicant
Company Stamp when applicable

Date

INDEMNITY FORM

The contractor shall, in consideration for being permitted into the Condo to carry out the addition/alteration/renovation at Casuarina Cove Block _____ # _____ indemnify the Management against the cost of:

- a) making good damage to common property
- b) removal of debris left on common property
- c) any claim from third party

Name of Contractor Company : _____

Address : _____

Contact Person : _____

Designation : _____

Contact Telephone : _____ (Res.) _____ (Off.)

_____ (Pgr.) _____ (Hp.)

Company's Stamp

Signature

Date

For Official Use

Deposit received in Cash/Cheque: \$ _____ ((Bank/Cheque No. _____))

Deposit placed by : _____

Contact Telephone : _____

Received on behalf of MCST Plan No. 2205

Name: _____

Designation: _____

Signature

Date

NOTICE TO ALL CONTRACTORS

Dear Sir/Madam

You are to comply with our Casuarina Cove regulations and By-laws when you are in the Condo. Please ensure that you and your workers are adequately briefed on the following items:

- 1) NOISE
You shall not create any noise likely to interfere with the peaceful enjoyment of the residents/occupiers in Casuarina Cove.
- 2) VEHICLES
You shall not park or leave any motor vehicle or other vehicle upon the common property except with the approval of the Management.
- 3) OBSTRUCTION OF COMMON PROPERTY
You shall not obstruct the lawful use of the common property of Casuarina Cove.
- 4) DAMAGE TO LAWNS, ETC ON COMMON PROPERTY
You shall not damage any lawn, garden, trees, shrubs, plants or flowers being part of or situated in the common property.
- 5) DAMAGE TO COMMON PROPERTY
You shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that form part of the common property without the approval in writing from the Management.
- 6) PERMISSION TO CARRY OUT ALTERATIONS
You shall not make any alteration to the windows installed in the external walls of the subdivided building without having obtained the approval in writing from the Management.
- 7) BALCONIES
You shall not make alterations or additions to any balcony of any units without the written approval from the Management.
- 8) BEHAVIOUR OF WORKERS
When upon the common property, the workers (contractors) shall be suitably clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the Residents or occupiers or to any person.
- 9) LETTER OF UNDERTAKING
The SP and his contractor shall jointly sign the Letter of Undertaking attached to these rules and regulations prior to any repairs/renovations and such undertaking shall be taken as sufficient notice of such rules and regulations.

10) REFUNDABLE RENOVATION DEPOSIT

The SP and/or his contractor shall pay a sum of S\$1,000.00 (minimum) or such amount as charged by the Management being renovation deposit to Management Corporation Strata Title Plan No. 2205 prior to any repairs/renovations. The renovation deposit will be refunded to the SP or his contractor after the completion of the repairs/renovations subject to compliance with the conditions stated herein and to all claims by the Management arising out of or in the course of the execution of the works.

11) SUBMISSION OF DETAILS

The SP and/or his contractor shall furnish the Management with details of the repairs/renovations.

Such information may include a schedule of work to be carried out, accompanying plans, diagrams, the work schedule including delivery of materials and a list of the workers' particulars attending to the work.

12) REPORTING TO THE MANAGEMENT OFFICE

All contractors or their authorised personnel must report to the supervisor of the Management before and after work each day.

Please note that there are strict instructions to question all persons found in the estate of Casuarina Cove. Action will be taken against unauthorised persons within the estate.

13) LIMIT OF WORK SPACE

You must ensure that all repairs/renovations are carried out within the confines of the apartment under repair/renovation.

14) MANNER OF OPERATION

You must ensure that:

- i) the wall and floor of the lift cage are to be adequately protected. Lifts are not to be held unnecessarily and not longer than 5 minutes at a time.
- ii) all materials and/or tools for the repairs/renovation are to be placed inside the premises and not on the common property and exit/escape staircases.
- iii) the common property affected by the repairs/renovation debris be left in a clean and tidy condition on the completion of work each day.
- iv) all repairs/renovations debris are cleared/swept away on the completion of work each day.
- v) all unwanted heavy or bulky objects are not disposed of via the rubbish chute or left at the bin centre for disposal.

Should the contractor fail to observe any of the above, the Management will carry out the work and charge the cost of such work to the contractor.

15) NECESSARY PRECAUTIONS/PROTECTION

You must take all necessary precautions to protect all existing and common property including lifts, roads, drains, fencing during the repairs/renovations.

Any damage to the common property during the repairs/renovations must be made good by the SP and/or his contractor and is subject to the acceptance of the Management.

In the event of failure to make good such damage within a specified period of time, the Management will rectify the damage and charge the cost of such work to the Resident and/or his contractor.

16) INDEMNITY

The SPs/residents and or his contractor will be liable and must indemnify the Management against all liability loss claim or proceeding arising out of or in the course of the execution of the works.

17) INSURANCE

You are required to submit your insurance cover for Public Liability/Workmen's Compensation before commencement of the renovation works.

18) WATER POWER SUPPLY

You are not allowed to tap water and electricity supply from the common property without consent. Any use of common utilities is subject to a charge of S\$25.00 per day imposed by the Management.

19) OPERATING TIMES

All repairs/renovations including deliveries must be carried out only during the following hours:

Monday to Friday	:	9 am to 5 pm
Saturday, Sunday & Public Holiday	:	Strictly no work allowed

20) CONTRAVENTION OF RULES

The Management reserves the right to stop any repairs/renovations, which are in contravention of the Rules and Regulations laid down if it thinks fit.

The Management shall not be responsible for any liability loss claims or proceeding arising out of or in the course of such action.

21) INSTALLATION OF WINDOW GRILLES

Grilles must be installed within the boundary lot. All grilles shall be of fluorocarbon, anodized or powder coated in 200mm by 200mm chequered pattern to match "seafoam green 5f9ea0" colour or of similar finish.