



**4. Refund of Renovation Deposit**

Cheque made payable to : \_\_\_\_\_

Address to send cheque : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. Undertaking By Owner**

I / We hereby undertake to comply with the rules and regulations governing the renovation works and to fully indemnify the Management of The Linc against any claim / injury / cost/ damage arising from the renovation works.

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

\_\_\_\_\_  
Name of Owner / Tenant

\_\_\_\_\_  
Date

**FOR OFFICIAL USE**

Renovation deposit of \$ \_\_\_\_\_ paid via cheque no. \_\_\_\_\_

Date of Approval : \_\_\_\_\_

# **RULES & REGULATIONS GOVERNING RENOVATION WORKS**

## **Application**

A Subsidiary Proprietor or 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.

The completed forms should be submitted together with the stipulated deposit and two (2) sets of scaled drawings of the unit layout, proposed Builders' and / or M&E works to the Management Office.

## **Deposit**

A Subsidiary Proprietor or Occupier of a lot shall place a deposit of \$500.00 or such amount (by cheque) as may be determined by the Management, with the Management prior to commencement of the renovation works. The deposit shall be refunded free of interest on completion of works and satisfactory compliance with the Management's guidelines in relation to common property.

All cheques shall be drawn in favour of "**MCST 3172**"

## **Duration of Works**

A Subsidiary Proprietor or Occupier of a lot shall ensure that the renovation works are kept within a maximum duration of sixty (60) days and within the following stipulated periods: -

<u>Day</u>	<u>Hours</u>
Mondays to Fridays	9.00am – 5.00pm
Saturdays	9.00am – 12.30pm
Sundays & Public Holidays	No work is allowed

Within the permitted working hours stated above, noisy works such as drilling or hacking shall only be carried out from 10am onwards.

All residents/ contractors are not allowed to tap water/ electricity from the common areas.

## **Installation of Main Entrance Gate & Grilles**

To maintain the aesthetics of the building facade, a Subsidiary Proprietor or Occupier who wishes to install grilles for windows, door, balcony or yard should seek the approval of the Management first.

- (i) Main gate shall be of wrought iron or equivalent, and grilles shall be of wrought iron or aluminum, based on the recommended design.
- (ii) All gates and grilles should be installed on the internal side of the windows/sliding doors and within the strata boundary line for the main door and yard areas so that no common areas will be encroached.

### **Building Materials / Debris**

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

- i. store or deposit all building material / debris within the strata lot or at the designated temporary storage area;
- ii. remove all renovation debris daily from the designated temporary storage;
- iii. does not store renovation debris indiscriminately and discharging such debris into the common chute, toilet bowls, basins or wash area.

### **Transportation of Materials**

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

- (i) erects protective covers for the lift before transporting of materials and remove them upon completion of work;
- (ii) does not overload or damage the lift during transportation;
- (iii) cleans up the lift lobby and common corridor daily or when instructed;
- (iv) should note that the height limit of basement car park is 2.1 metres.

### **Approval of Relevant Authorities**

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

### **Structural Members**

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

### **Bathroom/Wet Area Waterproofing Membrane**

A Subsidiary Proprietor or Occupier of a lot shall avoid carrying out any works to the wet areas such as bathrooms, kitchen, yard area, planter box, private enclosed space and roof terrace areas that may either result in the waterproofing membranes being damaged or rendering the waterproofing warranty void.

Owners/ Occupiers who intend to renovate these areas must seek the advice of a Waterproofing Specialist before they carry out the works.

If any renovation works are carried out in the above areas, owners are advised to obtain individual warranties from their own contractors.

### **Indemnity**

To indemnify the Management against any claim, injury or damage to property resulted in the course of the renovation works.