



The Management Corporation Strata Title No. 2938

14 Upper Serangoon View #B1-45 Singapore 534200

Tel: 6875 7470 Fax: 6875 7472

Email: Condomanager@riovista.com.sg

RENOVATION FORM

(To be completed by Contractor & Owner)

TOWER

UNIT

1. CONTRACTOR'S PARTICULARS

	1	2	3
Company			
Address			
Boss/ Supervisor			
Contact No.			

2. DEPOSIT

- 2.1 A minimum sum of **S\$500.00/ S\$1000.00** shall be deposited with the Management before the commencement of any work. Cheque are to be made payable to: **MCST Plan No. 2938**.
- 2.2 Contractors shall be fully responsible for any damages to the common property caused by themselves and/ or by their workers. Such damages shall be made good to the satisfaction of the Management, within 7 days, failing which the Management shall have right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right, to recover the remaining costs from the contractors. Otherwise, the deposit is refundable, free of interest, **8 weeks after completion** of the fitting out works carried out and to the satisfaction of the Management.

3. INDEMNIFICATION

- 3.1 The contractor must be effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies, which may be necessary.
- 3.2 The contractor is required to indemnify and keep indemnified the Management against all damages, actions, claims, or liabilities arising from the execution of the work.
- 3.3 Any unapproved works carried out will have to be removed, reinstated at owner's cost, should the Management Corporation disapprove of such works/ installation by the owner.

4. EXECUTIVE OF WORKS

- 4.1 Renovation works shall only be carried out on the following days and hours:

Monday – Friday : 9.00am - 5.00pm
Saturday : 9.00am - 1.00pm

No Hacking is allowed on Saturday.



- 4.2 **Only Contractor's Lift** and staircases are allowed to be used for the transportation of building materials. The contractor carrying out such loading and unloading works must ensure that the lift floors, doors, walls and mirrors are not being scratched/ damaged. Any damages caused shall be repaired at the expense of the contractor/ owner.
- 4.3 The passage way leading to the unit/ common area must be covered so that the transportation of sand and cement etc on wheel burrows do not scratch and dirty the floorings.
- 4.4 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.
- 4.5 Taping of water/ electricity in any common area will forfeit your full deposit.
- 4.6 **Contractor to pay \$50 for the usage of the padding for the lift.**

5. DESCRIPTION OF WORKS WITH DATES OF INSTALLATION

Commencement Date : _____

Expected Date of Completion : _____

*** All approved plans/ letters or permits by Building Authority relating to the above works have to be enclose**

6. I/ We confirm that no structural works are involved. I/ We shall abide by all the rules and conditions mentioned above.



- 7. I understand that all renovation materials/ debris **MUST BE REMOVED** out of the condominium by the contractor. **No dumping of any kind in the common areas or into the bulk bins are allowed. Penalty of a minimum S\$500/- will be imposed for each dumping.**

- 8. I/ We shall abide by all the rules and conditions pertaining to the said applications.

_____ Name

_____ Signature of Contractor

9. UNDERTAKING BY OWNER/ OCCUPIER

I/ We shall be responsible for our contractors complying with the terms and conditions governing the fitting out works. I/ We shall be responsible and understand that a fee will be imposed if my electrical contractors are responsible for the trippings due to the wrong connections and if the main contractor's electrical contractors are called upon to attend. I/ We undertake to be liable for any damage caused to any water-proofing location in the cause of my renovation/ upgrading works.

Name of owner : _____ of Tower _____ Unit No. _____

Contact No. : _____ Signature : _____ Date : _____

<u>Office Use:</u>			
Works approved by:	_____	on	_____
Received Cheque No.:	_____	of S\$	_____ Date _____
by	_____	Signature:	_____
Inspected by	: _____	Owner's Signature	: _____
On Date	: _____	Deductions	: _____

I _____	acknowledge receipt of Cheque No.:	_____	S\$ _____
for my renovation deposit on Date:	_____	Signature:	_____



MAY 2004

SUBJECT: DUMPING/ FAULTY LIGHT FIXTURES

Please take note that dumping of building materials, debris, carton boxes, unwanted furniture or equipment into the common areas and open bulk bin at the Bin Centre is **NOT ALLOWED**.

A Penalty of a minimum S\$500.00 without any further warning will be imposed on the defaulter.

Disposing any building materials and bulky carton boxes, packing materials, mattress, etc into the units' chute bins can cause chokages and damage to the bins below the Tower. **Penalty charge is S\$1,000.00.** Owners/ Contractors are advised to compact their carton boxes and dispose into the proper recycle bins placed for your convenience at Basement 1.

UNDERTAKING BY CONTRACTOR

I understand that all renovation materials/ debris **MUST BE REMOVED** out of the condominium by the contractor/ resident. **No dumping of any kind in the common areas or into the bulk bins are allowed. Penalty of a minimum S\$500/- will be imposed for each dumping.**

I/ We shall abide by all the rules and conditions pertaining to the said applications.

Signature of Contractor

Company Chop

Name: _____

Contact No. _____

NRIC No.: _____

UNDERTAKING BY OWNER/ OCCUPIER

I/ We shall be responsible for our contractors complying with the terms and conditions governing the fitting out works to my Unit. I/ We shall be responsible and understand that the above said fees will be imposed if I/ We default in any of the above mention.

Also, if my electrical contractors are responsible for the tripping due to faulty connection, and the main contractor's electrician are called upon to attend. I/We are liable for the fees charged by the main contractor.

Name of owner : _____ of Tower _____ Unit No. _____

Contact No. : _____ Signature : _____ Date : _____