



## APPLICATION FORM FOR RENOVATION PERMIT

Block No. \_\_\_\_\_ Unit No. # \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Subsidiary Proprietor)

Telephone No: \_\_\_\_\_ (HP) \_\_\_\_\_ (O)

I / We hereby request permission to carry out the following renovation works in Block No. \_\_\_\_\_  
Unit No. # \_\_\_\_\_ The Tembusu.

I / We attach herewith the necessary plans and details of the works to be carried out and undertake to notify you of any reasons to these plans and details.

I / We have read the Terms and Conditions precedent to the issue of a renovation permit.

I / We agree to abide by all the Terms and Conditions stated therein.

I / We confirm that the Renovation Terms and Conditions had been briefed to my / our contractor and sub-contractors who will be carrying out the above-mentioned renovation works.

I / We consent to the collection and use (and if necessary, disclosure) of my personal data herein to enable The Management corporation and its managing agent to manage The Tembusu efficiently and for related purposes. I represent and warrant to you that the other persons named herein have consented to the collection and use (and if necessary, disclosure) of their personal data for the same purpose.

Kindly let us have your early approval.

Yours faithfully,

\_\_\_\_\_  
Name and Signature of Applicant  
(Subsidiary Proprietor)

\_\_\_\_\_  
Date

Note: Any modification pertaining to the structure of building MUST be accompanied by a Professional Engineer's Certification.



**RENOVATION PERMIT**

Block No. \_\_\_\_\_ Unit No. # \_\_\_\_\_

Particulars of Contractor

Name of Company: \_\_\_\_\_

Address & Telephone Number: \_\_\_\_\_

Name of Applicant on behalf of Company: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ (in case of emergency)

Handphone / Pager Number: \_\_\_\_\_

List of Sub-Contractors

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Period of Work: From \_\_\_\_\_ To \_\_\_\_\_ (Not more than 12 weeks)

Date of Moving In of Materials: \_\_\_\_\_

Deposit Paid S\$ \_\_\_\_\_ \* Cheque No. \_\_\_\_\_

Signature of Applicant/ Company Stamp / Date \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**FOR OFFICIAL USE**

Application is granted and approved subject to the Terms and Conditions stated in "Application For Renovation Permit"

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date

\* Cheque should be made payable to **"THE MCST PLAN NO.4447"**



### CONTRACTOR'S INDEMNITY FORM

(To be kept by The Management)

To: Management of The Tembusu

We, the Contractor described below, in consideration of being permitted into the condominium to carry out renovations to Block No. \_\_\_\_\_ Unit No. # \_\_\_\_\_ hereby indemnify' you against the cost of:

- a) making good damage to common property;
- b) removal of debris left on common property.

We hereby place a deposit of **S\$1,000.00** with you before commencement of work. This sum is to be held as security for the cost of rectification to damages in the common property or removal of debris. The deposit shall be refundable without interests after you are satisfied that there has been no damage caused to the common property upon completion of renovations and alterations.

Name and Address of Contractor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_(HP) \_\_\_\_\_(O)

Name & I/C Number of Contractor: \_\_\_\_\_

\* Cheque Number: \_\_\_\_\_

We hereby undertake to provide full and total protection to the lift car panels and floor and lift lobbies with canvas padding when transporting materials, etc.

\_\_\_\_\_  
Name & Signature of Authorized Contractor's Representative

\_\_\_\_\_  
Stamp/Date

#### FOR OFFICIAL USE

Unit Visiting : \_\_\_\_\_

Name of Owner / Resident : \_\_\_\_\_

Details of Work: \_\_\_\_\_

*\* Cheque should be made payable to "THE MCST PLAN NO.4447"*



**REFUND OF RENOVATION DEPOSIT**

Block No. \_\_\_\_\_ Unit No. # \_\_\_\_\_

Name of Applicant: \_\_\_\_\_(Subsidiary Proprietor / Appointed Contractor)

Date of Completion of Work: \_\_\_\_\_ Deposit Paid: S\$ \_\_\_\_\_

The renovation works in the above-mentioned unit have been completed.

[ ] There is no damage caused to the common property. Please refund the full deposit to:

\_\_\_\_\_

[ ] The following damage to the common property was caused:

\_\_\_\_\_

[ ] Use of Lift Padding for the following period:

\_\_\_\_\_

Please deduct a sum of S\$ \_\_\_\_\_ and refund the balance S\$ \_\_\_\_\_

to: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date

=====

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ NRIC/ Passport No. \_\_\_\_\_ confirm that I have received the Cheque (No. \_\_\_\_\_) for S\$ \_\_\_\_\_ being the refund of the Renovation Deposit from The Management.

I consent to the collection and use (and if necessary, disclosure) of my personal data herein to enable The Management corporation and its managing agent to manage The Tembusu efficiently and for related purposes. I represent and warrant to you that the other persons named herein have consented to the collection and use (and if necessary, disclosure) of their personal data for the same purpose.

\_\_\_\_\_  
Name of Signature of Recipient

\_\_\_\_\_  
Date