

SANCTUARY GREEN CONDOMINIUM
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2916
189 TANJONG RHU ROAD, #01-02 SINGAPORE 436926 TEL: 6241 4818 FAX: 6241 8082

OWNER/TENANT LETTER OF AUTHORIZATION & INDEMNITY
(This form is available online via www.sanctuarygreen.com.sg)

To: The Management Corporation Strata Title Plan No. 2916
189 Tanjong Rhu Road #01-02
Singapore 436926

Dear Sirs,

SANCTUARY GREEN – RENOVATION / ADDITIONS & ALTERATION WORKS

Blk: _____ Unit: _____

I/We hereby authorise our contractor, _____ of _____ (hereinafter and in the attached notes referred to as "the Contractor") to undertake for the purposes of renovation / addition and alteration works to the above property, such works to commence from _____ to _____.

In consideration of you at our request permitting the Contractor to have access to the above premises, we hereby agree and undertake to keep you fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by you, as a result of a breach by the Contractor, its employees or agents, of any of the terms and conditions mentioned in the attached notes or as a result of any of the works undertaken by the Contractor for the said premises.

I/We understand that the Contractor has to abide by the terms and conditions set out in the attached Notice to Contractors. I/We also confirm I have fully understood and will abide by the rules and regulations.

Signature of Owner : _____ Date : _____

Name of Owner : _____

Contact No. : _____ Email address: _____

GENERAL RULES & REGULATIONS ON RENOVATION / ADDITION & ALTERATION WORKS AND HOUSE MOVING

1. Before any work is carried out by a Subsidiary Proprietor for any renovation works, the Subsidiary Proprietor to submit for the consideration of the Management, the requisite approval(s) from the relevant authorities where such approval(s) is required.
2. The relevant authorities include but shall not be limited to the Development and Building Control Division, the Public Works Departments, the Public Utilities Board and Telecommunications Authority of Singapore.
3. Application for Renovation Permit may be made online via www.sanctuarygreen.com.sg or in person at Management Office.
4. The Renovation Permit granted to the Subsidiary Proprietor to carry out renovation works shall not in any way relieve the Subsidiary Proprietor from its sole responsibility of ensuring that all relevant governmental approval(s), licence(s) or permit(s), if required, are obtained in respect of the laws, rules or regulations and the Condominium's guidelines and rules as may be prescribed and applicable from time to time. Where necessary, a qualified person shall be appointed to oversee and/or certify the works or any part thereof and such works shall be carried out by licensed contractor (e.g. licensed electrical worker, licensed plumber etc.)

Further, the Renovation Permit granted to the Subsidiary Proprietor shall not be deemed or treated as an approval of the work method. The execution of works or any part thereof shall at all material times be the sole responsibility of the Subsidiary Proprietor. Therefore, the Subsidiary Proprietor is strongly advised to go through the details of the works with their appointed qualified person or contractor and to ensure the structural integrity of the Lot and that the existing concealed electrical wiring, gas, air-conditioning and water pipes in the Lot are not damaged during the course of the works.

5. Plans for the renovation works are to be submitted to Management for recording purposes before the commencement of such works.
6. The Subsidiary Proprietor or the Residents shall ensure that the works to be carried out will not in any way affect the structure and general façade of the premises or the common property nor will it in any way cause any nuisance to any other Subsidiary Proprietor or Residents.
7. The Subsidiary Proprietor or the Residents shall keep the Management informed on all additions and alteration works to the electrical systems which include but shall not be limited to the air-conditioning systems.
8. The Subsidiary Proprietor or Subsidiary Proprietor's tenant and the contractor shall undertake to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not they arise from the negligence of the Subsidiary Proprietor or Subsidiary Proprietor's tenant, contractor or any of their servants or agents.
9. In the application for the said works to be carried out, the Subsidiary Proprietor or Subsidiary Proprietor's tenant and contractor undertake to abide by and be subjected to the terms and conditions specified in Appendix I.
10. Any renovation / additions and alterations allowed by the Management shall be subject to an undertaking signed by the Subsidiary Proprietor or Subsidiary Proprietor's tenant to be fully responsible for any or all damages arising from such works.
11. Precautions should be taken against damaging the concealed electrical wirings and sanitary piping and the floor slabs.
12. A Subsidiary Proprietor or Resident shall not at any time:-

- a. make any structural alterations in or additions to his Lot or anywhere in the Condominium without the prior written approval of the Management. The Management reserves the right to demolish or make good all such unauthorised alterations or additions after giving seven (7) days' written notice to the Resident concerned requesting him to remove all such unauthorised alterations or additions. All costs incurred in such demolition, making good and/or removal of any unauthorised alterations or additions shall be borne by the Subsidiary Proprietor / Resident.
 - b. erect any structure or make any alterations to any external part of any Lot without the prior written consent of the Management.
 - c. make any alterations to the windows installed in the external walls of the Condominium without having obtained the written approval of the Management.
 - d. make any alterations or additions to any balcony of his Lot without the approval in writing of the Management.
 - e. hack off beams, slabs and columns.
 - f. raise existing floor level e.g. to split the level of any portion of the existing floor either by adding concrete platform and/or timber platform.
 - g. install awnings or other sun-shading devices / projections outside the Lots.
 - h. make any alterations to the existing refuse chute hopper.
 - i. brick up or block up service ducts and/or pipes.
 - j. install iron grilles at the common corridor or staircase landing outside the entrances of each Lot.
 - k. re-locate doors and windows.
 - l. lay any type of flooring outside the flat e.g. on common lobby/corridor area or staircases landing just outside the entrance of each flat.
13. In altering or removing existing water squatting pan, pedestal pan and wash basin, precaution should be taken against damaging the floor slabs and Subsidiary Proprietor or Residents shall be responsible for any damages or leakages to the lower floor which may arise from their renovation works.
 14. Works shall be carried out solely during working hours i.e. 9.00 am to 5.00 pm daily Monday to Friday and 9.00 am to 1.00 pm on Saturday. No works are to be carried out on Sunday and Public Holiday.
 15. No pneumatic drill or hacking is to be carried out in the course of works.
 16. Subsidiary Proprietors or the Residents are to ensure the adequate disposal of all debris. In clearing the debris, the Contractor must undertake to place them in gunnysacks or plastic bags provided by the Contractor, to remove daily all debris from the estate. Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
 17. To ensure compliance, the owner or tenant shall place with Management a refundable deposit of S\$1,000.00 or such amount as may be determined from time to time. This is to be paid by cheque drawn in favour of the Management. Subject to satisfactory compliance with the terms herein, the said \$1,000.00 will be refunded free of interest. Before the release or return of the said \$1,000.00, the Management must be satisfied that all the terms and conditions have been

complied with, all debris removed, no complaints have been received from any Occupiers and that no damage has been caused in the common property. In this regard, the owner shall inform the Management when the renovation work is completed so that a joint inspection can take place.

18. In the event the debris is not cleared or any of the common property is damaged, the Management reserves the right to remove the debris and to effect repairs and the cost of such removal or repairs shall be deducted from the deposit. Provided that nothing therein is to be construed as limiting the liability of the Contractor, the Management reserves the right to claim for the full cost of the removal and repairs.
19. All building materials brought on site and debris are to be deposited at the designated spot in the Condominium at the estate. Where so required by the Management the building materials and debris shall be placed in approved trolleys. No materials are to be stored / left in the common area.
20. Only the service or designated lift may be used for removal purposes.
21. Subsidiary Proprietors or the Residents must ensure that all common areas, lift cars and passageways are cleaned daily (including sweeping and mopping).
22. If the said deposit is insufficient to cover the full cost of the removal and repairs, then the Management reserves the right to recover the full costs of the removal and repairs from the Subsidiary Proprietors or Subsidiary Proprietor's tenant.
23. Occupiers are required to give two weeks' advance notice to the Management of the removal. If possible, the details of items to be moved and the name of the contractors (mover's company) involved should be given so as to maximise security and protect the Residents.
24. The Contractor must be accompanied by the nominated person-in-charge.
25. Mover's vehicles must not obstruct other vehicles when parked in the car park. Such vehicles are not to be parked within the Condominium during the night.
26. Only containers not more than 20 feet long are allowed to enter the Condominium. Such containers are required to park only at the designated area.
27. Movers must not obstruct movement or deposit furniture or other items in any place other than what was designated by the Management.

I, the undersigned confirm that I have read the terms and conditions herein, and that I fully understand that I shall be liable for the breach of any of the above rules and regulations:-

SIGNATURE OF OWNER/TENANT

DATE

NAME : _____

NRIC NO : _____

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CONTRACTOR'S REGISTRATION FORM
(This form is available online via www.sanctuarygreen.com.sg)

Name of Resident : _____ Block/ Unit No.: _____

Contact No. : _____ Email Address: _____

Details of Renovation Works:-

Name of Mover's Company : _____

Nominated Person-In-Charge: _____

Business Registration No. : _____

Contact Numbers : _____(Office) _____(HP)

Duration of Works : From _____ To _____

Demolition/ Hacking Works : From _____ To _____

Description of Works : _____

List of Workers :

S/N	Name of Workers	NRIC / Work Permit No.

In applying for approval, the Owner and Contractor undertake to abide by and be subject to the attached terms and conditions governing the "Application for Renovation / Addition & Alteration Works"

Signature of Applicant : _____ Date: _____

* Please attach relevant layout plans/ drawing (if any) for the above works.

FOR OFFICE USE ONLY

Your application for Renovation Works has been ***approved / not approved** by the Management.

Deposit Paid : S\$1,000.00 CASH / Cheque No.: _____

Official Receipt No. : _____ Date of Issue : _____

Approved By : _____
(Name and Signature of Approving Office)

** Please delete as appropriate*

NOTICE TO ALL CONTRACTORS

You are to comply with the Rules and Regulations on Renovation / Addition and Alteration Works when you are in the Condominium. Please ensure that you and your workers comply with the followings:-

1. **NOISE**
You shall not create any noise likely to interfere with the peaceful enjoyment of other Residents/Occupiers.
2. **VEHICLES**
You shall not park or leave any motor vehicle or other vehicle on the common property except with the approval from the Management of the Condominium.
3. **OBSTRUCTION OF COMMON PROPERTY**
You shall not obstruct the lawful use of the common property by any Resident.
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 upon, 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 of the Condominium.
6. **PERMISSION TO CARRY OUT ALTERATIONS**
You shall not make any alterations to the windows installed in the external walls of the Condominium without having obtained the approval in writing from the Management of the Condominium.
7. **BALCONIES**
You shall not make alterations or additions to any balcony of any Lot without the written approval from the Management of the Condominium.
8. **BEHAVIOUR OF WORKERS**
When on the common property, your workers/ Employees/ Agents 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 other person in the development.
9. **REFUNDABLE RENOVATION DEPOSIT**
The owner and/ or his contractor shall pay a sum of **\$1,000.00** being renovation deposit to the Management prior to any repairs/ renovations. The renovation deposit will be refunded free of interest to the owner 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 of the Condominium arising out of or in the course of the execution of the works.

In the event claims of the renovation deposit is insufficient to meet claim of the Management, the Subsidiary Proprietor, the Subsidiary Proprietor's tenant and/or his contractor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management of the Condominium.
10. **OWNER/ TENANT LETTER OF AUTHORISATION AND INDEMNITY AND CONTRACTOR REGISTRATION FORM**
The owner and his contractor shall both sign the Owner/ Tenant letter of Authorisation and Indemnity and Contractor Registration Form attached to these Rules and Regulations prior to any renovations / additions & alterations and it shall be deem to have notice of such Rules and Regulations.

11. **SUBMISSION OF DETAILS**

The owner and/or his contractor shall furnish the Management with details of the renovations / additions & alterations.

Such information may include a schedule of works 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 MANAGEMENT OFFICE/ GUARD HOUSE**

All contractors or their authorised personnel must report to the Manager of the Condominium or the guardhouse before and after work each day.

The security personnel have been given strict instructions to question all persons found in the Condominium. Action will be taken against unauthorised persons in the Condominium.

13. **LIMIT OF WORKSPACE**

You must ensure that all works are carried out within the confines of the Lot.

14. **MANNER OF OPERATION**

You must ensure that:-

- i) the walls and the floor of the lift cage are adequately protected.
- ii) all materials and/or tools for the works are placed inside the premises and not on the common property and escape staircases.
- iii) the common property affected by the debris from the works is left in a clean and tidy condition on the completion of works each day.
- iv) all debris is cleared / swept away on the completion of works each day.
- v) all unwanted heavy or bulky objects are not disposed off via the rubbish chute or left at the bin centre for disposal.

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

Any damage to the common property during the works must be made good by the owner and/or his contractor and is subjected 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 Subsidiary Proprietor, Subsidiary Proprietor's tenant and/ or his contractor shall be liable and must indemnify the Management against all liability loss claim or expense 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 works.

18. **WATER POWER SUPPLY**

You are not allowed to tap water and electricity supply from the common property.

19. **OPERATION TIMES**

All works including deliveries may only be carried out during the following hours:-

Monday - Friday	:	9.00 am to 5.00 pm
Saturday	:	9.00 am to 1.00 pm
Sundays & Public Holidays	:	Strictly no work is allowed

20. **CONTRAVENTION OF RULES**

The Management reserves the right to stop any works which are in contravention of the Rules and Regulations laid down as it thinks fit.

The Management of the Condominium shall not be responsible for any liability loss claim or proceedings arising out of or in the course of such works.