



House Rules & Residents' Guide
Appendix 3 (a)

THE MANAGEMENT CORPORATION STRATA TITLE PLAN No. 2635

BALLOTA PARK CONDOMINIUM

162 Mariam Way, #B1-01 Management Office, SINGAPORE 507085
Tel: 65450847/8 Fax: 6545 0849 Email: info@ballotapark.sg

APPLICATION FOR AUTHORITY TO CARRY OUT RENOVATIONS

(TO BE SUBMITTED BY THE PROPERTY OWNER)

Tracking N^o.

BLOCK NUMBER : _____

UNIT NUMBER : _____

NAME OF SUBSIDIARY PROPRIETOR : _____

CONTACT NUMBER : _____

DURATION OF WORK :

FROM : _____ TO: _____

NAME OF CONTRACTOR :

PERSON IN CHARGE :

CONTACT NUMBER :

AN ADMINISTRATION FEE OF \$100.00 PLUS GST AT THE PREVAILING RATE AND A REFUNDABLE DEPOSIT OF \$1000.00 PAID BY CHEQUES N^o. _____ AND _____, RESPECTIVELY, MADE PAYABLE TO "THE MANAGEMENT CORPORATION STRATA TITLE PLAN NUMBER 2635" ARE INCLUDED WITH THIS APPLICATION AND ARE HEREBY SUBMITTED.

IMPORTANT SAFETY NOTICE:

**PLEASE CHECK FOR CONCEALED GAS PIPES IN THE KITCHEN AREA
IF DRILLING WORK IS REQUIRED IN OR AROUND THIS AREA.**

DETAILS OF WORKS TO BE CARRIED OUT :

1. _____

2. _____

3. _____

4. _____

NOTE : ANY MODIFICATION PERTAINING TO THE STRUCTURE OF THE BUILDING **MUST** BE ACCOMPANIED BY THE RELEVANT PROFESSIONAL CERTIFICATION.

I, _____ HAVE READ AND AGREE TO ABIDE BY THE RULES AND REGULATIONS PURSUANT TO THE ISSUE OF A RENOVATION PERMIT. I ATTACH HEREWITH, TWO (2) COPIES OF THE REQUIRED PLANS AND DETAILS OF WORK TO BE CARRIED OUT.

MY CONTRACTORS HAVE BEEN MADE AWARE THAT THEY ARE REQUIRED TO PRODUCE THE APPROVED APPLICATION FORM UPON ENTRY TO THE PREMISES AND THAT THEY MAY BE DENIED ENTRY TO THE CONDOMINIUM IF REGULATIONS ARE NOT COMPLIED WITH. I AM AWARE THAT THE MANAGEMENT RESERVES THE RIGHT TO ARRANGE FOR THE REMOVAL OF DEBRIS, REPAIR OF DAMAGE CAUSED AND CLEAN UP OF AFFECTED AREAS WITHOUT REFERENCE TO ME AND THAT I WILL BE WHOLLY RESPONSIBLE FOR ALL COSTS INCURRED IN SUCH ACTIONS.

SIGNATURE OF OWNER : _____ DATE : _____

TO BE COMPLETED BY BALLOTA PARK CONDOMINIUM MANAGEMENT OFFICE STAFF

COMPLETION INSPECTED BY : _____

REFUND DATE: _____

ACTUAL DATE OF COMPLETION : _____

REFUND CHECKED BY: _____

EVERYTHING IN ORDER, DEPOSIT FULLY REFUNDED.

REFUND RECEIVED BY: _____

COMPLETION NOT IN ORDER : \$ _____ DEDUCTED

I/C NUMBER: _____

BALANCE REFUNDED : \$ _____

RECIPIENT SIGNATURE: _____



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OWNERS' LETTER OF AUTHORISATION & INDEMNITY FOR RENOVATION WORKS

Tracking N^o.

To: The Management Corporation Strata Title Plan No 2635
Management Office
162 Mariam Way
#B1-01 Ballota Park Condominium
Singapore 507085

Dear Sirs,

**Re: Renovation Works at Ballota Park
Condominium Residential Unit :**

Blk No.

Unit No.

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**Under the authority, approval and
instruction of :**

Name of Subsidiary Proprietor

Contact Phone No.

--	--

We hereby authorise our contractor...

Name of contractor :

Registered address

Phone No.

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For the purposes of renovating the premises detailed above.

Such works to be undertaken

Commencing :

Ending :

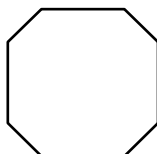
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We understand that the Contractor shall have to abide by the terms and conditions set out in the renovation rules and regulations of Ballota Park Condominium and that we are responsible for ensuring that our contractor is made aware of, understands and agrees to abide by, in full, these rules and regulations before signing this grant of authority.

In consideration of 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 any 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 fitting out the said premises.

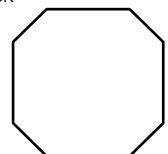
COMPANY SEAL AND SIGNATURE OF SUBSIDIARY PROPRIETOR

DATE



COMPANY SEAL AND AUTHORISED SIGNATURE OF CONTRACTOR

DATE



NB:

One copy of this document (and Contractors Registration & Declaration) is to be completed for each contractor engaged under this grant of approval. Attach all necessary and required plans, approvals, consents and supporting documentation to avoid delays in obtaining approval.

!!! WORK MUST NOT START BEFORE APPROVAL HAS BEEN OBTAINED AND ALL CONTRACTORS HAVE BEEN REGISTERED !!!

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This form is available online at <http://www.ballotapark.sg>



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CONTRACTORS REGISTRATION & DECLARATION FORM

Tracking N^o.

(TO BE COMPLETED IN FULL BY CONTRACTOR PRIOR TO STARTING ANY WORKS)

Re: Renovation Works at Ballota Park Condominium Residential Unit :

Blk No.	Unit No.	Owners Name

We, being the company detailed below, submit the particulars of all persons, either in our employ or working as sub-contractors under our direct supervision, control and authority and undertake full responsibility for their actions (and consequences thereof) while they are present anywhere on Ballota Park Condominium property.

Full Trading Name and Company Number	Name of Person in Charge	Contact Phone No.
Company Name _____ Trading As (If Applicable) _____ Registration Number _____ Registered Company Address _____	Full Name _____ Job Title _____ Division / Branch / Office _____	Hand Phone _____ Office Phone _____ After Hours Phone _____

We hereby confirm that all foreign workers employed on site at the above premises, for carrying out the fitting-out works, have legal and valid existing work permits issued by the relevant authorities. We undertake that we shall not at any time during the performance of any part of the fitting-out-works for the above premises, employ or permit or cause the employment, whether by ourselves or any of our sub-contractors, of any illegal foreign workers at the above premises.

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1./	
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10./	

We hereby agree to indemnify "The Management Corporation Strata Title Plan No. 2635" and it's agents, in respect of any claims, actions, proceeding, damages or costs brought against, incurred and/or suffered, by "The Management Corporation Strata Title Plan No. 2635" and it's agents, by reason of any breach on our part of the above undertaking.

COMPANY SEAL AND SIGNATURE OF SUBSIDIARY PROPRIETOR SIGNATURE _____ DATE _____	COMPANY SEAL AND AUTHORISED SIGNATURE OF CONTRACTOR SIGNATURE _____ DATE _____
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