

APPLICATION FOR UNIT FIT-OUT/RENOVATION

To: BUILDING MANAGER

DATE: _____

This is to request for permission to carry-out improvements/renovation on my/our unit, with the following details:

Building & Unit No. : _____

Name of Unit Owner : _____

Construction Commencement Date : _____

SCOPE OF WORK

MAJOR WORKS:

- Fixed Partitioning Works (dismantling / installation)
- Ceiling Alterations (drop ceiling installation)
- Electrical System Deviations (additional loads)
- Plumbing System Deviations
- Sprinkler heads / smoke detector adjustments
- Major replacement of Floor Finishes
- Bathroom Tile works including restoration of water proofing
- Addition or relocation of existing fresh air supply and exhaust devices

MINOR WORKS:

- Major Painting Works
- Minor Repair/Replacement of Floor Finishes
- Fixed Cabinetry (Dress Cabinet/overhead kitchen cabinet) Works
- Repair/Replacement of Bathroom and Kitchen fixtures
- Installation of floor or ceiling reinforced/mounted heavy appliances
- Installation of plumbing fixtures without chipping of concrete floors or walls
- Installation of architectural accents
- Replacement of door assembly (Interior Room Only)

ACCESSORIZING:

- Picture/Painting Frame installation
- Wall mounting of Life Appliances (e.g. LCD/TV)
- Movable (dividers) partition, installation of modular partitions, furniture, cabinet, etc.
- Placement of free standing cabinets and home furniture
- Installation of free standing appliances
- Installation of additional lock at the main door
- Installation of "assembled" furniture i.e. bed, cabinets, tables, etc.
- Installation of lighting fixtures (non-additional load)
- Window or split type A/C installation without chipping of concrete floors or walls
- Installation of range hood (with existing electrical provision of range hood)

OTHERS: _____

If applicable:

Contractor : _____

Business Address : _____

Contact Person : _____

Contact Number(s) : _____

ACKNOWLEDGEMENT

In compliance with the fit-out/renovation guidelines, we will be submitting/complying all the requirements in the Fit-Out/Renovation Checklist.

In addition, I/we have read and fully understood the contents of the Fit-out Guidelines and bind myself/ourselves to comply with all its terms and conditions therein imposed. I/We understand that a Notice to Proceed shall be issued only upon full compliance with the said requirements.

Signature over Printed Name of Unit Owner/Tenant

Signature over Printed Name of Unit Owner *

* --If tenant is the one who will conduct fit-out/renovation works.

To be filled-out by Building Manager

- With signed Certificate of Acceptance
- Updated payments of Association / Condominium Dues
- Complete Fit-out Requirements

Approved by:

Signature over Printed Name of
Building Manager

Date: _____