

**APPLICATION FOR RENOVATION - RESIDENTIAL**

Date: \_\_\_\_\_

To: Strata Plan BCS/EPS/LMS/NWS \_\_\_\_\_ (hereinafter called the "Corporation")  
c/o TML Management Group Ltd.  
Unit 108, 2680 Shell Road  
Richmond, B.C., V6X 4C9  
Tel: 604-207-9001 Fax: 604-248-1688

**RE: \_\_\_\_\_, B.C. (hereinafter called the "Unit")**

**Owner Information:**

Full Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Telephone Number (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

**Description of Renovation(s): if you need more space, please attach additional page(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information:**

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person (Name) \_\_\_\_\_ (Phone Number) \_\_\_\_\_  
Sub-contractor(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commencement Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

**Flooring Information (if applicable):**

Type of Flooring \_\_\_\_\_ Type of Underlay \_\_\_\_\_  
Manufacturer \_\_\_\_\_ IIC Rating \_\_\_\_\_

**Application Fee:**

The owner is responsible for an application fee, in the amount of \$84.00 (tax inclusive), for administration and documentation services required to process this application. The application will be processed upon receipt of payment. The owner understands that the fee does not guarantee the acceptance of this application. Payment is accepted in form of cash or cheque, made payable to “TML Management Group Ltd.”; and can be mailed to or dropped off at TML Management’s office.

**Attachments (if applicable):**

- Detailed information of project manager, engineer, sub-contractor, and related parties
- Clearance letter from WorkSafe BC
- Insurance certificate with minimum \$2 million liability coverage
- Detailed architectural drawing of the proposed renovation
- Sample of underlay

**Terms and Conditions:**

By signing below, the owner certifies that all information provided to be true and correct, and the owner agrees to fully abide to the terms and conditions listed on pages 3 to 6.

<b>Owner:</b>	
_____	_____
Signature	Date

Please sign above, read the terms and conditions on the following pages, and sign again in the last page. Please also initial in the bottom of every page.

The application is granted and approved by the undersigned subject to the terms and conditions stated in this package.

<b>Agent: Gilbert Lam</b>	
_____	_____
Signature	Date

## **TERMS AND CONDITIONS GOVERNING RENOVATION WORKS**

In applying for approval to carry out renovation works to the said unit, the owner, resident and his renovation contractor do undertake to abide by and be subject to the following terms and conditions and do agree to be jointly and severally liable for breach of any of the said terms and conditions.

### **1. Type of Work**

- 1.1 The owner or resident and his contractors can only proceed with those works listed on page 1 which has been duly approved by the Corporation or its agent.
- 1.2 In carrying out these works, the owner or resident or his contractors also undertake to indemnify the Corporation against any legal proceedings or suits arising from such works regardless of whether or not these arise from negligence of the owner, resident, contractors or any other servants and agents.
- 1.3 The owner/contractor shall provide insurance coverage for Public Liability for damage against any common property and property of other owners, for injury or death to any other person, and WorkSafe BC coverage for his own workers. If there is no insurance and WCB coverage provided, the owner assumes all the liabilities on property damage and/or third party injury or death. **The owner's contractor or residents' contractor can gain access to any service rooms (e.g. mechanical, electrical, sprinkler rooms etc.) ONLY for the above purpose and should advise to obtain approval from the Insurer of the building of the date and time when the sprinkler system has to be shut off. Please be advised that service fee applies for providing access into the common service rooms, (\$ 30/hour with a minimum of 2 hours charge plus applicable taxes), please notify our office at least two days in advance.**
- 1.4 Any renovation allowed by the Corporation shall be subject to the undertaking that the owner or resident is fully responsible for any damages arising from these works.
- 1.5 The owner and/or the contractor undertake to comply with all statutory regulations and in the case of renovation requiring permits from the relevant authorities, e.g. Building Control and Public Works Department the onus is on the owner and the contractor to secure such permits to the satisfaction of the Corporation before commencing such renovation work.
- 1.6 If the owner and/or the contractor fail to secure such permits when such permits are required by the statutory regulations, then the Corporation shall cause such illegal renovations to comply with such statutory regulations and the owners and contractor shall be liable for such expenses incurred by the Corporation as a consequence of such breach.

### **2. Structure of Unit**

- 2.1 The owner and contractor shall ensure that the works to be carried out will not in any way affect the structure of the housing unit or the common property.
- 2.2 Any modification pertaining to the structure of the condominium and/or housing unit in the renovation work **MUST** be accompanied with a professional engineer's certification.

### **3. Restriction**

- 3.1 An owner or resident shall not at any time:

- a) Make any alterations to the windows installed in the external walls of the subdivided building without having obtained the written approval of the Corporation.
- b) Make any alterations or additions to any balcony of his unit without the approval in writing of the Corporation.
- c) Hack off or remove beams, slabs and columns.
- d) 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, or install false ceilings in the hall, dining room and bedrooms.
- e) Install awnings or other reflective sun-shading devices/projections visible outside of the unit.
- f) Make any alterations to the existing refuse chute hopper.
- g) Brick up or block up service ducts and/or pipes.
- h) Install iron grilles at the common corridor or staircase landing outside the entrances of his housing lot.
- i) Re-locate doors and windows.
- j) Lay any type of flooring outside the housing unit e.g. on common lobby / corridor area or staircase landing just outside the entrance of each unit.
- k) Mount or place on any support the air conditioner or compressor on the external facades of the Condominium.
- l) Use of pneumatic drills in carrying out the renovation works.
- m) Relocate the discharge pipe position of wash basin, long bath etc.

**In addition of the above said items, all renovation should comply with the Strata Property Act and the Bylaws of the building and all local authorities.**

- 3.2 In replacing existing toilets, sink, bathtub, precaution should be taken against damaging the floor slabs and to provide proper water-proofing and owners or residents shall be responsible for any damages or leakages down to the lower floor which may arise from their renovation works.
- 3.3 In replacing the existing flooring with hardwood or other types of hard surface flooring, owners or residents must ensure the main sub floor should have a soundproof underlay or a sound barrier for which the manufacturer guarantees that the Impact Insulation Class (IIC) rating is 72 or higher.
- 3.4 If any complaints are received with respect to increased noise transference, you will be responsible to take appropriate action to rectify the cause of the complaint.

#### **4. Working Hours**

Working hours for renovation work can only be carried out according to Strata bylaws or municipal bylaws.

Owner or resident shall obtain prior approval from the Corporation in the event of the need to carry out work beyond the hours specified as above. Such approval may be granted provided the work does not affect the peaceful and clean environment of the Condominium and its residents. **The unit owner(s) or resident(s) is required to inform all residents and the Strata Corporation of any disruption of public**

**services arising from the aforesaid renovation at least THREE BUSINESS DAYS PRIOR TO THE DISRUPTION.**

**5. Security**

- 5.1 The Owner, resident and /or contractor shall be responsible for the good conduct and behavior of all workers while they are in the building.
- 5.2 No worker shall be allowed to loiter, sleep, eat or rest in any other places other than the unit concerned.
- 5.3 No worker shall be allowed to use any common properties or common supplies or utilities other than the in the unit concerned.
- 5.4 Any worker found misbehaving or refusing to comply with the security procedures will be asked to leave the building and barred from further entry.

**6. Cleanliness**

- 6.1 Before painting or cementing any section of the external walls, the owner or his contractor must ensure to lay canvas sheet, gunny sacks or the like to prevent paint dripping or cement droppings onto the floors.
- 6.2 The owner or his contractor must maintain the general cleanliness of the common areas used especially the staircases. He must clean up any area drifted immediately and to the satisfactory of the Corporation.
- 6.3 No debris or construction materials are allowed to be placed on the common areas.
- 6.4 The owner or his contractor undertakes to place all debris in gunny sacks or plastic bags (which he provides for transportation or removal).
- 6.5 All debris must be removed from the building and/or unit upon completion of work.
- 6.6 At the end of each working day, the owner or his contractor is required to clean up the common areas especially the staircase.

**7 Non-Allowable Items**

Installations not allowed to be placed which are visible from the outside of unit and on the external facade include awning, radio/television antennae, blinds or chicks, shades, screens or any other structures.

**8. Others**

- 8.1 The owner or resident shall allow the Corporation or his authorized officer access at all times during the renovation period into the unit for the purpose of checking that no unauthorized work is being carried out.
- 8.2 The Corporation in its absolute discretion reserves the right to reject any application and revoke any permit granted. The Corporation shall not be liable for any damages arising from the rejection of the application or renovation of the permit.
- 8.3 The terms and conditions of this letter are in effect now and in the future and are binding upon all subsequent purchasers and it becomes the strata lot owner's responsibility to provide the purchaser with a copy.
- 8.4 As a courtesy to other residents, we request that you post a notice on the bulletin board located on the ground floor signifying dates and times of work.

- 8.5 The strata insurance does not cover any improvement in your strata lot, you may need to consult with your insurance agency for additional coverage.
- 8.6 The owner and subsequent owners are responsible for the repair and maintenance of the alteration of common property, limited common property, or strata lot.**
- 8.7 The strata insurance may not cover the alterations. The owner and subsequent owners should consult their insurance agent to obtain appropriate insurance for the alteration.**
- 8.8 If any alterations cause damage to the building, the owner and subsequent owners are responsible for the costs of repair of the damage.**
- 8.9 This agreement is binding to the current owner and all subsequent owners. The current owner shall disclose and provide this agreement to the subsequent owners.**

I acknowledge that I understand the content of this agreement and I have the opportunity to seek further advice prior to signing this agreement. I understand I have to provide a copy of this agreement to the contractor(s) before commencement of work. I, as Owner of the Unit will be responsible for any damages should the contractor(s) or his workers fail to comply with the terms set in this agreement.

<b>Owner:</b>	
Signature	Date

**- END OF AGREEMENT -**

Please return your application form with the application fee to TML Management Group Ltd. We will notify you once your application has been accepted or denied. Should your application be accepted, we will send you a copy of the approved application signed by the agent.