



**APPLICATION FOR UNIT RENOVATION**

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

To: Property Management Office  
**Project: Sun Residences**

This is to inform you that I, \_\_\_\_\_, Unit Owner of Bldg. & Unit No. \_\_\_\_\_, of **Sun Residences** will be doing renovation work/s inside my unit.

I hereby understand that I shall be fully responsible for the acts or omissions of my workers and/or representative/s and I agree as follows:

1. To be accountable for all damages which we may cause directly or indirectly to other unit owners; I hold the Property Management Office and the **Sun Residences Condominium Corporation** free and clear from any liability whatsoever, and/or any claim for damages or otherwise from third parties by reason of acts of omissions of the workers, personnel or construction workers involve in the renovation of my unit.
2. To submit all requirements to the Property Management Office and secure approval before proceeding with renovation work and to faithfully comply with the House Rules and Renovation Guidelines.
3. To submit a bond in the amount of \_\_\_\_\_ for renovation, to ensure faithful compliance of the above mentioned obligations; and in case, may be used to answer for damages which the building may suffer as a result of my renovation works.

**Conforme:**

\_\_\_\_\_  
Unit Owners' Printed Name & Signature  
Date: \_\_\_\_\_

**To be filled-out by the Property Management Office:**

Requirements submitted:

- |   |  |
|---|--|
| <input type="checkbox"/> Contractor Endorsement | <input type="checkbox"/> Construction Bond |
| <input type="checkbox"/> Architectural Plans    | <input type="checkbox"/> Electrical Plans  |
| <input type="checkbox"/> Bar Chart Schedule     | <input type="checkbox"/> Scope of Works    |
| <input type="checkbox"/> List of Workers        | <input type="checkbox"/> List of Materials |

Remarks:

- For issuance of NTP
- With comments: \_\_\_\_\_

Reviewed by:

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