

REQUEST FOR RENOVATION / UPGRADE APPROVAL

Name(s): _____ Suite: _____ Phone No. _____

Description of Planned Renovation/Upgrade Project: _____

Is Hardwood Flooring Being Installed? _____ If yes, "Flooring Agreement" attached

Contractor's Name: _____ Contractor Phone No. _____

Contractor Address: _____

START Date: _____ COMPLETION Date: _____

STATEMENT BY OWNER(S)

"I/We have read and understood the summary regarding Suite Renovations from the YRCC 616 Rules & Regulations on the reverse side."

"I/We confirm that I/We have/will discuss and have/will give my/our contractor(s) a copy of the "RULES FOR CONTRACTORS COMPLETING SUITE RENOVATIONS / UPGRADES".

"I/We hereby indemnify the Corporation with respect to any expenses, damages, or costs whatsoever incurred by the Corporation as a result of the work performed by my/our contractor(s), trade or service personnel, including any damage to the common elements or to the building services arising during or following completion of my/our renovation work. Any such expenses, cost to repair damages and other costs may be collected by the Corporation from me/us in the same manner as common expense assessments."

"I/We understand that renovations/upgrades are not part of the Standard Unit and MUST be insured separately through my/our Homeowner's insurance policy."

OWNER(S) SIGNATURE: _____ DATE: _____

FOR OFFICE USE

YRCC 616 APPROVAL:

Name: _____ Signature: _____ Date: _____

Damage Deposit (\$500) Received: Cheque Credit Card

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SUMMARY OF YRCC 616 RULES & REGULATIONS CONCERNING SUITE RENOVATIONS / UPGRADES

1. A **"REQUEST FOR RENOVATION / UPGRADE APPROVAL"** form MUST be completed **before the renovation will be approved by the Board of Directors and before any work can begin.** PLEASE ALLOW 5 (Five) DAYS FOR APPROVAL TO BE PROCESSED.
2. A **damage deposit** in the amount of \$500 (cheque or credit card) MUST be deposited with the Management Office before commencing any renovation work. This is refundable, in whole or in part at the Board's discretion, after completion of the work. The Board reserves the right to recover a larger amount in the event of excessive damage to the common elements.
3. The Owner is responsible for ensuring that their Contractor(s) is/are fully aware of, and comply with, the **"RULES FOR CONTRACTORS COMPLETING SUITE RENOVATIONS / UPGRADES"**. **The Owner's signature on the reverse side confirms that they have discussed and given the rules to their Contractor(s).**
4. The **structural integrity** of the building MUST not be disturbed. Breaking, cutting or puncturing of the concrete slabs, other than for hanging blinds, drapes, etc., is strictly prohibited.
5. **"Noisy work"**, i.e. hammering, drilling, or any other activities which create noise and/or possible disturbance to other residents may only be completed between the hours of **9:00AM to 5:00PM, Monday to Friday.**
6. Contractor materials and equipment MUST only be "brought in or taken out" via the Moving Room and Service Elevator. **Use of the service elevator requires completion and approval of a "SERVICE ELEVATOR RESERVATION AGREEMENT"**. The service elevator may not be available / provided if it has not been booked in advance.
7. Contractors are not permitted to work or deposit materials or equipment anywhere on the common elements. **All renovation and/or repair work MUST be completed totally within the Resident's Suite.** At no time may any work be completed, or items be unpacked, uncrated or stored, even temporarily, in hallways or stairwells as this is a violation of the City of Richmond Hill Fire Code.
8. All packing and waste materials from renovations MUST NOT be stored, even temporarily, in any part of the building, except the resident's suite, at any time. This includes removed floor coverings, empty and partially empty paint cans, and any other construction/renovation debris.
9. Surplus/waste material MUST be removed from the site by the contractor and MUST NOT be left in Corporation's Disposal Room or put into the Corporation's garbage or recycling bins.
10. **The installation of flooring must include the installation of a sound insulation product with an FIIC rating of 70 or better. The manufacturer's specification sheet and a sample of the insulation product MUST be provided when the "REQUEST FOR RENOVATION / UPGRADE APPROVAL" and "FLOORING AGREEMENT" forms are submitted. Approval to install flooring will not be granted without this information.**