

APPLICATION FOR CARRYING OUT MINOR WORKS

DATE: _____

Name of Owner: _____
Building & Flat No. _____
Contact No. _____

To:

The Chief Estate Manager
Seawoods Estates Ltd.
NRI Complex, Nerul,
Navi Mumbai – 400 706.

Dear Sir,

We intend to carry out minor renovation to our flat. We request you to kindly grant us the permission for the same. Details of minor renovation are as given below.

YES / NO

Miscellaneous:

1) Furniture/ Carpentry work.	<input type="checkbox"/>
2) Painting/ Polishing.	<input type="checkbox"/>
3) Others (Please Specify) _____	

Expected time for Completion: _____

1. We agree to allow your Maintenance/Security personnel to periodically inspect the work in progress and take photographs. No prior intimation will be asked for such routine inspection.
2. We agree to follow the rules & regulations laid down by the Seawoods Estates Ltd. in this regard.
3. We agree to make the interest free security deposit of Rs.10000/- by way of cheque for carrying out minor work in the flat in favour of “**Seawoods Estates Ltd.**”

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

4. We agree to pay Rs.4000/- per month for first 6 months, Rs.6000/- for next 6 months and Rs.8000/- for every subsequent month towards service charges to be billed in the M&R bill. For work completed within 7 days, there is no charge. If work exceeds 7 days, full month charge will be recovered. GST will be charged extra;
5. We shall take prior permission of SEL (Maintenance) to bring grills, sliding, A.C. grills and M.S. channels inside the Complex. Permission for bringing such materials on Mondays and holidays is not given.
6. We will officially inform to the Maintenance Manager about the completion of the work.
7. No work other than mentioned above will be carried out by us.
8. We have appointed M/s. _____ as our contractor for carrying out the above works. The address and telephone nos. are given below:

Signature of flat owner _____

Name and address of Contractor: _____

Contact No. _____

Photo of
contractor

FOR OFFICE USE

Application received on: _____

Remarks by Accounts Office about dues (if any)

Remarks after initial survey

_____ **Signature** _____

Inspection on

By Assistant Manager (Maintenance):

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.



Signature _____

Approved by Chief Estate Manager:

Signature _____

Work Completed on: _____

Final Inspection on: _____

Remarks after final survey:

By Asst. Manager (Maintenance):

Signature _____

Amount to be refunded after deduction Rs. _____

Remarks by Chief Estate Manager:

Signature _____



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Annexure – 6.1.2

Undertaking by Owner for Minor Work

We, Mr. _____, Owner of Bldg. /Flat No. _____ hereby undertakes that: Delete

- 1) Debris accumulated as a result of addition / alteration will be kept in the flat itself. Any additional debris will be filled and kept in gunny bags on the back of building. These debris will be lifted within 3 days by us; otherwise we are ready to pay Rs.4000/- (Rupees Four Thousand only) every time to SEL for lifting the debris in gunny bags by SEL. We also agree that no debris will be dumped loose around the building and if any loose debris dumped by our workers then we are ready to pay Rs.5000/- every time to SEL for lifting loose debris by SEL. Besides, no debris / garbage / household articles will be dumped or stored in the common lobby or staircase areas of the building. If any materials dumped or stored by our workers in the common lobby or staircase areas, then we are ready to pay Rs.6000/- every time to SEL for lifting such materials by SEL. (The cost of lifting such debris will be recovered separately). Further, no debris / garbage etc. will be dumped on mangroves and along pond near Gate No. 2.
- 2) We will officially inform to the Maintenance Manager on completion of our work for inspection of the work area.
- 3) SEL staff responsible to oversee the work can inspect the flat under renovation any time without prior intimation to us. It would be mandatory on our part who have their bathrooms repaired/renovated to allow the SEL staff to inspect the same as and when Admin Office deems fit.
- 4) We will use only one lift i.e. left side lift for shifting of any debris or construction / furniture material or any other material required for renovation / repair. We also agree that no heavy or bulky material will be shifted / lifted in any of the lifts. Any damage caused to the lifts due to mishandling or overloading can attract heavy charges on us.

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- 5) Lift lobby of ground floor and the floor on which work is going and whole staircase area will be maintained clean all the time. In case polish of the marble flooring gets damaged, we shall pay for re-polishing / repair of damage if any.
- 6) If any flat adjacent, above, below to the above flat is adversely affected, due to work carried on in the flat, we undertake to rectify the same at our own cost immediately failing which we agree to pay the cost as well as administrative charges for the same, as decided by the SEL.
- 7) We shall ensure that the contractor will not commence work before 8.00 am and will cease at 7.00 pm and no work on Sundays / national holidays. Noisy work, such as breaking, banging and floor/furniture polishing by machines, is not permitted between 2 and 4 p.m. and 6 and 7 pm. Workers will exit before 7.30 pm. and no worker will stay in the Complex between 7:00 pm to 8:00 am during the renovation of flat.
- 8) We undertake to comply with all rules and regulations laid by SEL for security, fire safety and structural integrity of buildings. SEL has the right to stop any unauthorized work in progress.
- 9) We understand that in case of any defaults by us in the said work during execution or after completion, SEL will be free to take legal action or such other actions including informing appropriate authority as they may deem fit.
- 10) We agree to indemnify SEL, employees, officers, directors and service providers from any and all claims, losses, damages, and liabilities, costs and expenses, including without limitation legal fees and expenses arising out of or related to permission given in connection with work relating to interior renovation.

We understand, agree and confirm that for non - compliance with any of the terms mentioned above, the deposit is liable to be forfeited and the entry passes of the men engaged in work shall be cancelled by SEL. Further, SEL can impose monetary penalty on me. We undertake to abide by the decision of Seawoods Estates Ltd.

Date: _____
Name: _____
Flat No. _____
Contact No. _____

Signature of Flat Owner

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

Annexure – 6.1.3

NOC FOR MINOR WORKS IN FLAT

Date: _____

Name of Flat Owner: _____ Approval No. _____

Flat No. _____ Bldg. No. _____

Sub: NOC for Minor Work in Flat No. Bldg. No. _____

Dear Sir,

Validity of the permission: from _____ to _____

This has reference to your application dated _____ along with Cheque No. _____ dated _____ drawn on _____ for Rs. _____ (Rupees _____) as interest free Security Deposit, requesting for NOC to carry out the above work through the contractor Mr. _____ Contact No. _____, Architect Mr. / M/s. _____ Contact No. _____.

We have no objection to your carrying out the said work subject to all the conditions stated in the Application and Undertaking. You will also comply with the undernoted conditions: -

- 1) Arrears of maintenance and repair charges, if any, to be cleared before commencement of work.
- 2) SEL reserves the right to revoke the NOC without assigning any reason and stop the work and to stop the material and workers from entering the complex in the event of any relevant complains, default or violation of the guidelines or any other law, rules and regulations or any bye-laws of the SEL or disobedience of any instruction of the SEL.
- 3) Any works such as internal painting / carpentry / polishing etc. will be considered as minor works.
- 4) The applicant will ensure that the Contractor and his workers have taken temporary entry passes from the Seawoods office before commencement of the work.

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

- 5) Requests for temporary entry passes are to be submitted at least one working day in advance.
- 6) To submit an undertaking that no work other than that approved in letter will be undertaken.
- 7) **Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as well as residents of adjoining flats and also flats on the next upper and lower floors not having made any complaint.** Refund will also be subject to resident having complied with any other direction and/or observation made by the SEL which may or may not necessarily relate to the interior work under reference.
- 8) To give an undertaking regarding the precautionary measures to be taken during renovation work in the flat. An illustrative list of (a) common violations observed (b) Residents' issues and complaints and (c) Best practices suggestions is attached for ready reference.
- 9) Seawoods Estates Ltd. will not be responsible in any manner for any violation committed by contractor and for any compensation claimed by any workmen, interior designer, sub-contractor, supplier of materials or any resident for any damage or nuisance of any kind.
- 10) You will be responsible for cleaning up of the drainage chambers if found chock due to work.

List as stated in item 8 above is attached.

**Acknowledged and accepted by the
Ltd.
Flat Owner / Occupant**

For Seawoods Estates

Signature of Flat Owner

Manager Maintenance

Name of the flat Owner / Occupant _____

Tel / Contact No. _____

CC: 1. Flat Owner.

2. Security Officer. For maintaining the validity of permission and entry of the contractor on daily basis till the permission is valid.

3. For information of residents of adjoining flats and flats on next upper and lower floors. SEL management does not take any responsibility for any kind of complain or dispute between the parties and third parties.

**Attachment to
Annexure 6.1.3**

Illustrative List as stated in item 8 of permission letter

A. Some observed violations of SEL Renovations Guidelines

- 1) Use of heavy hammer/hydraulic drill
- 2) Not respecting silence zone timings
- 3) Not using safety nets on every window/balcony.
- 4) Using temporary labourers for extended periods of time without permanent passes and police background/verification checks.
- 5) Keeping material in staircase landing in violation of NNMC (Fire) and SEL guidelines
- 6) Working in staircase area and full passage blocking - in violation of NNMC (Fire) and SEL guidelines
- 7) Cutting/drilling into Column/Slab.
- 8) Using both elevators for moving material.
- 9) Doing civil work while approval given for painting work.
- 10) Doing civil work or other work with no permissions by using labourers from other floors or ferrying them in owner vehicles.

B. Resident Issues/Complaints

- 1) Working with main door open/ajar resulting in noise and dust pollution on floor.
- 2) Messing up lifts with dirt and debris and leaving them unclean overnight.
- 3) Moving material during silence zones and causing indirect noise especially when keeping material on floor with a big thud.
- 4) Dust on lobby area of floor and ground floor.
- 5) Changing clothes in open outside common bathroom are in full visibility to children and ladies.
- 6) Water tap left on by labourers resulting in flooding and leakage to lower floors
- 7) Cement curing process, resulting of water seeping into lobby area.

C. Best Practice Suggestions

1. Keep a small strip of wood/stone strip fixed at and across base of main door to ensure no stray dust and noise is contained.
2. During internal wall demolition, first strip away plaster/tiles on either side, loosen inter brick cement before brick demolition. This results in lesser energy and lesser vibrations.
3. Sharpen tools such as Chisel. Blunt tools require more force resulting in more noise and vibration.
4. While using grinder to cut pathways in brick/cemented wall, use water from tube, spray as done similar to when granite is cut to minimize fine dust pollution. (This has been done and demonstrated to a couple of contractors and we have dust pollution reduced to zero)
5. All debris to be packed and not thrown from lower floors directly to trucks.

Name and Signature of Owner with date
