



APPLICATION FOR UNIT FIT-OUT/RENOVATION

TO: **Administration Office**

Paragon Plaza

Date: _____

Please be informed that I wish to carry out improvement/renovation of my unit, the salient details of which are as follows:

Unit No. : _____

Name of Unit Owner : _____

Commencement Date : _____

Approximate Costing : _____

Scope of Work (specify)

Lightning Improvements : _____

Finishing Improvements : _____

Plumbing Improvements : _____

Structural Improvements : _____

Facilities Improvements : _____

Others : _____

Name of Contractor : _____

Business Address : _____

Telephone/Cell phone : _____

Construction Supervisor : _____

In compliance with our renovation guidelines, we are submitting herewith the following documents and requirements, to wit:

2 sets of construction plan signed/sealed _____ approved _____

2 sets of specifications signed/sealed _____ approved _____

General Liability Insurance (Php 250T) _____

Cash Bond (refundable) (Php 50T) _____

We have read and fully understood the letters of such guidelines and bind ourselves to comply with all its terms and conditions therein imposed. I understand that a notice to proceed shall be issued only upon full compliance with attached clearance.

(Signature over Printed Name)

APPROVED:

Paragon Plaza Condominium Corporation

By: _____

(Property Manager)