



Application of Construction/Renovation Permit

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are approximately 20 lines visible. A faint vertical margin line is present on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled document.

☐	Copy of Building Permit
☐	Notarized Deed of Undertaking
☐	Copy of Construction Bond receipt
☐	Appointment Letter of the Contractor
☐	One (1) set of signed Association Approved House Plan with copy of signed Plan Evaluation Sheet
☐	Plans with Building Permit No.
☐	Others (Specify): _____

	Notarized Deed of Undertaking
	Copy of Construction Bond receipt
	Appointment Letter of the Contractor
	One (1) set of signed Association Approved Plan
	Others (Specify):

☐	Copy of Fencing Permit
☐	Notarized Deed of Undertaking
☐	Copy of Construction Bond receipt
☐	Appointment Letter of the Contractor
☐	One (1) set of signed Association Approved House Plan
☐	Others (Specify):

DATE _____

FOR THE ACCOUNTING GROUP

FOR THE ACCOUNTING GROUP					
	AMOUNT DUE	ASSESSED BY	OR NUMBER	DATE PAID	REVIEWED BY
Association Dues					
Contractor's Bond					
Construction Bond					
Processing Fee					
Administrative Fee					
Others (Specify)					
Total					

FOR THE ARCHITECTURAL GROUP

DATE _____

FMD-F-11-02.44.1.6

Date: _____

The Property Manager_____

_____**APPOINTMENT LETTER OF CONTRACTOR**

In connection with the proposed construction/renovation of our residential unit located at _____, we hereby appoint Mr./Mrs./Ms. _____ of _____, to undertake the proposed construction and to represent and act in my behalf for all related transactions, negotiations and other related activities.

Thank you.

Owner's Signature over Printed Name**CONTRACTOR'S CONTACT DETAILS**

Last Name :	_____
First Name :	_____
Company :	_____
Address :	_____
Title :	_____
Office Number (s) :	_____
Mobile Number (s):	_____
E-mail :	_____

FMD-F-11-02.44.1.5

Date: _____

The Property Manager

SPECIMEN SIGNATURE SHEET

This is to authorize the following persons, whose names appear below, to sign in my behalf, for the gate pass of my workers, I.D. processing and the pull out of my construction materials and/or equipment.

1. _____
PRINTED NAME & SIGNATURE POSITION CONTACT NO.

2. _____
PRINTED NAME & SIGNATURE POSITION CONTACT NO.

3. _____
PRINTED NAME & SIGNATURE POSITION CONTACT NO.

By:

PRINTED NAME & SIGNATURE OF OWNER

* It is the responsibility of the owner to inform or update the Administration Office, in written form, regarding the above mentioned authorization, or any change in authorized signatories.

DEED OF UNDERTAKING

I, _____ of legal age, _____ (Nationality), with residence and postal address at _____ owner of (Unit) _____ of Amaia Steps Sucat do hereby freely and voluntarily undertake to faithfully abide with the Architectural plans and specifications submitted and approved by Amaia Land Corp. or its successors-in-interest, and their authorized representatives. I am fully aware and understand all the Amaia Steps Sucat Construction/Renovation Guidelines and Master Deed with Declaration of Restrictions and I agree to faithfully abide by such. I agree that it is my responsibility to inform all my contractors of such Guidelines and Master Deed with Declaration of Restrictions and I undertake to ensure that all my contractors faithfully abide by such. I understand that any infraction or violation of said Construction/Renovation Guidelines and Master Deed with Declaration of Restrictions shall be subject to the imposition of a fine or penalty at the discretion of Amaia Land Corp. or its successors-in-interest and I agree to pay any such penalty as stated in the Renovation/Construction Guidelines. I hereby bind myself to fully inform and apprise my contractor of any fine, penalty and/or other charges in any way prejudicial to my or his interest.

IN WITNESS WHEREOF, I have hereunto set in my hands this _____ day of _____, 20__ at _____.

WITH MY CONFORMITY:

OWNER/ RESIDENT

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

In the City of _____ this _____ day of _____, 200__, personally appeared before me Mr./ Mrs. _____, with Community Tax Certificate No. _____ issued on _____ at _____, known to me as the same person who executed the foregoing Undertaking and acknowledged that the same is his/her free and voluntary act and deed.

Doc No. _____;
Page No. _____;
Book No. _____;
Series No. _____;

NOTARY PUBLIC

Unit Owner: _____
Unit Number: _____

Scope of Works

Architectural Works

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Electrical Works

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Mechanical Works

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Plumbing / Sanitary Works

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____