ZENITH ARC · PLANNING WORKSHEET

Compare your renovation shortlist

Give each firm the same floor plan, priorities and scope. Record evidence and unanswered questions—not a total score.

Before your meeting

- Check the legal company name and UEN. Verify any claimed accreditation, its scope and expiry. BCA registration and CaseTrust accreditation are different checks; neither alone proves suitability. For HDB works, identify and verify the contractor in HDB's Directory of Renovation Contractors.
- Find a completed project of a similar type and scope. Ask what its quotation and final cost included.
- Read recent, detailed reviews across more than one source, including how concerns were handled.

Write **confirmed**, **pending**, **not applicable**, or a factual note. Ask for evidence before relying on a pending claim.

What to compare	Firm A: _____	Firm B: _____	Firm C: _____
Contracting company / UEN; contractor where different			
Claimed credentials checked; expiry / scope			
Similar completed project and its constraints			
Layout responds to your routines and must-haves			
Scope, quantities, materials and exclusions itemised			
GST, design fees and provisional sums explained			
Programme and payments tied to written milestones			
Variations priced and approved in writing			
Site contact, supervision and updates agreed			
Defects, warranty and after-sales terms in writing			

Approvals: ask which approvals your scope needs, who applies and when approval is required. Discuss HDB requirements for HDB flats; MCST rules for condos; professional and authority submissions for landed/structural works; and landlord/authority requirements for commercial premises. This is a scope-checking prompt, not an exhaustive legal checklist.

Before signing: resolve material unanswered questions. Confirm the agreed scope, payment recipient and responsibilities in writing. Avoid deciding under pressure from a short-lived promotion.

My follow-up questions:

Decision and reasons:

Full method and sources: zenitharc.com.sg/best-interior-design-company-singapore/

HDB flat? See the detailed HDB scorecard and consultation questions. (https://zenitharc.com.sg/best-hdb-interior-design-singapore/)

Prepared by Zenith Arc, which publishes the comparison guide and is included and ranked in it. This is not an independent review. Apply the same checks to every firm, including Zenith Arc.