

RENOVATION WORK APPLICATION FORM

[Must be completed by home owner(s) only]

Owner's Name :		
Contact No :		Unit No. :

Renovation Work Duration : From _____ to _____ (max 3 months)

Nature of Renovation Works	Description of Renovation	Contractor Appointed & Telephone Contact	Plan Attached (v)	Checked By

Renovation rules & regulation

1. I/We agree that my/our renovation works application hereby submitted is subject to the Management's approval; and I/we confirm that I/we have obtained all relevant authority approvals and permits required for carrying out the above stated renovation works.
2. I/We undertake the actual and physical renovation works carried out will strictly adhere to the approved plans by the Management and authorities.
3. I/We hereby place a renovation deposit (refundable) of RM _____ for renovation works.
4. I/We understand that the Renovation Deposit shall be refundable within __months after the completion of the renovation works subject to submission of renovation deposit refund letter together with the original renovation deposit receipt to the Management.
5. I/We and our appointed contractors will comply to the Renovation/Delivery working hours as below:
Monday to Friday : 9.00am - 5.00pm
Weekends & Public Holiday: Off

- 6 Grilles to doors and windows shall be installed internally and conform to the design, colour and specification approved by the Management. Any fixture (bird cages type grille, awnings or any fixture) that protrudes to the airspace and common area is strictly prohibited.
- 7 Contractors are not allowed to stay overnight at my/our premises during the renovation period.
- 8 Smoking in the parcel or any area within the premises is strictly prohibited.
- 9 Main entrance door and yard door must be closed at all times when renovation work is on-going.
- 10 No littering out from the parcel and building.
- 11 All rubbish, debris, surplus, dirt, waste, unwanted material and other forms of disposals shall not be flushed down the water closet, sink and floor trap.
- 12 All rubbish, debris, surplus, dirt, waste, unwanted material and other forms of disposals shall not be left in any parts of the premises and shall be removed daily to the designated rubbish dumping sites so that at all times the Parcel under renovation is maintained in a clean and tidy condition.
- 13 All appointed contractors shall carry all furniture, renovation materials and heavy or bulky items through cargo/service elevators only.
- 14 All contractors must be registered with the security personnel at the guard house where they will be issued a contractor pass which must be worn on their clothing and/or displayed in a prominent place at all times whilst in the said Premises and the said contractor pass is to be returned to the guard house when leaving the said Premises. The security personnel/Management personnel have the right to question any person in the said Premises found without a pass and disallow entry into the said Premises.
- 15 The charge of RM__ per contractor pass shall be deducted from the paid Renovation Deposit in the event of loss or damage of the pass issued.
- 16 I/We shall be fully responsible for the conduct, behavior and discipline of the contractors. Any such persons behaving in a manner unacceptable to the Management or security guard will be refused entry to the said Premises and the Management shall not be liable howsoever resulting from the said denial of entry.
- 17 I/We agree that the Developer and the Management will not be held responsible for any building defects of my Property caused by my renovation works.
- 18 I/We hereby authorize the Management personnel and its agents to enter my/our unit for inspection prior to the commencement of works during the renovation period and to inspect the said works thereafter.
- 19 The refund of the renovation deposit shall be free of interest and less any costs as determined by the Management for making good damages caused to the common property and the removal of renovation debris which is not cleared by my/our contractor, if any.
- 20 The Management accepts no responsibility of any theft, damage, loss, accident, injury, death or other misdemeanor whatsoever to the Owner, Resident, Owner's Appointed Contractor/Supplier/Consultant.
- 21 I/We have read and fully understood the Renovation Rules & Regulations and House Rules given to me /us and I/we shall be fully responsible for all unforeseen circumstance or mishaps due to my/our renovation works/contractor. I/We shall also be fully responsible for the conduct of my/our appointed contractor including any damages/injuries caused by the said contractor and his workmen.
- 22 Management may exercise its discretion to disallow my/our contractor to continue with the renovation works and/or prohibit them from entering the premises.
- 23 The renovation rules and regulations are subject to change without notice and The Management reserves the rights to impose further rules and regulations in its absolute discretion as it deems fit from time to time.

Owner's Indemnity Consent	
I/We hereby understood and agree to abide the abovementioned renovation rules & regulations which is also stated in the Home Owner's Handbook.	
<i>Signature</i> Name : _____ NRIC : _____ Date : _____	<i>Signature</i> Name : _____ NRIC : _____ Date : _____

For Office Use Only

Received and Approved by;

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(Building Management Officer)

Name :

Date :