

PERBADANAN PENGURUSAN VISTA KOMANWEL B
Project: Vista Komanwel B

Reno.1(a)

SITE : PERBADANAN PENGURUSAN VISTA KOMANWEL B

APPLICATION FORM FOR RENOVATION WORKS

Name of Proprietor : _____ Unit No: _____

Telephone No. : (R) _____ (O) _____ H/P: _____

Name of Contractor : _____

Contact Number : (O) _____ H/P : _____

Description of Works : _____

Duration of Works : Commence : _____ Complete : _____

Extension of Duration of Works : From _____ To : _____

Approved by : _____

Date : _____

In applying for approval, the Proprietor and Contractor undertaken to abide by and be subjected to the following terms and conditions:-

TERMS AND CONDITIONS

1. I/We agree to place a refundable deposit of RM3,000.00 (refundable deposit shall be paid in **Banker's Cheque only and made payable to "Perbadanan Pengurusan Vista Komanwel B"**.) for the whole duration of the renovation works within three (3) days prior to the commencement of works, inclusive of any such extension approved by you. The refund of deposit will be subjected to the Management's inspection upon completion of renovation works (Clause 2 below).
2. I/We undertake to remove any renovation debris created and to advise the Contractor, his employees, servants of agents (hereinafter collectively referred to as "the Contractor") to exercise due care and consideration to the common areas and private properties, failing which, the Management may deduct such reasonable sums from the deposit sum for any damage caused or debris left by the Contractor should the deposit be insufficient. I/We undertake to settle the shortfall in full within three (3) days of notification from the Management.
3. I/We undertake not to obstruct the flow of any pipes leading to and from the apartment under renovation. I/We accept full responsibility and liability for costs incurred if such obstruction is caused by myself/ourselves and/ or Contractor for whatsoever reason.
4. I/We understand that the Contractor would have to abide by the rules and regulations set out in the attached notes to the Contractor.
5. I/We agree to abide by the renovation guidelines stated inside the house rules of Perbadanan Pengurusan Vista Komanwel B.

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6. All contractors are strictly advise that hacking works only can commence after 10.00a.m and strictly no hacking on Saturdays.
7. You are to provide a complete biodata of your workers together with a copy of identity card / a passport and / or workers permit registered under your company and all worker shall be legal. The management of VKB reserves the right to remove any workers from the site without proper document or permit.
8. In the event of any breach in the terms and conditions herein committed by me/ us and/ or the Contractor, the Management may at their absolute discretion take any action deemed appropriate.
9. I/We hereby declared that the variation works as described above, will not affect the status of the Certificate of Fitness for Occupation and the Strata Title Act. I/We understand that any such works executed by me/us without prior approval of the relevant authorities, henceforth may render me/us liable to prosecution and the demolition or removal of the said works by any competent Authority. I/We shall obtain such approval if so required and shall not under any circumstances hold the developer responsible.
10. In additional, I/We shall relinquish my/our rights to the eighteen (18) months Defect Liability Period as stipulated in the Sales & Purchase Agreement on the portion of works which is directly or indirectly affected by the variation works and shall have no claims thereafter.

Purchaser's/ Representative's Signature

Note: (Owner's representative should produce an authorization letter from purchaser)

Representative's Name : _____

I.C.No. : _____

Contact No. : (R) _____ Date : _____

(O) _____ H/P : _____

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Project: Vista Komanwel B

SITE :

Reno.1(b)

REGULATIONS GOVERNING CONTRACTORS
CARRYING OUT RENOVATION WORKS

1. The permitted time for carrying out renovation works are restricted to the following hours:-

Mondays to Fridays	:	9.00 am - 5.00 pm
Saturdays	:	9.00 am - 1.00 pm

No work is permitted to be carried out on Sundays & Public Holidays.

2. A refundable deposit of RM3,000.00 (payable to “**Perbadanan Pengurusan Vista Komanwel B**” by way of Banker’s Cheque ONLY) is required before any permitted renovation work is carried out. Owner(s) has to ensure that they have signoff from their defect works complaint prior to the application for Renovation Work Permit. The deposit will be refunded less penalty charges (if any) upon verification by our staff that the contractors have complied with all requirements stated in the rules and regulations. The owner or contractor has to submit “Notice of Completion on renovation Works” to the Management Office so that the inspection date for the particular unit can be scheduled.
3. All contractors, his employees, servant of agents (hereinafter collectively to as “the Contractor”) must produce their renovation permit issued by the Management Office first before registering themselves at the Guard House and obtaining the security passes. These passes must be clearly displayed by the holders at all times and returned to the Guardhouse at the end of their visit. The Contractor will be required to pay RM20.00 for each replacement of lost or damaged security passes.
4. Any action made by the workers is the responsibility of the contractor. Foreign workers must have a legal work permit. Workers are not allowed to prowl in the apartment area. It is the contractor’s responsibility to ensure that the workers do not cause any damage or vandalize the common property areas.
5. Construction materials such as sand, rocks, cement, and etc must be carried in and out by placing into bags and all mixing work of such material will have to be done in the unit concerned.
6. Contractor has to ensure that all the construction materials, equipment or tools are to be placed in the unit. Common areas such as corridor, staircase and parking lot are forbidden.
7. All renovation debris and other materials shall be removed and handled in a manner so as not to cause damage or litter the common areas, obstruct flow of pipes or cause inconvenience whatsoever to the residents and others. Remaining materials and debris are not allowed to be discharged in the refuse chamber or into the sewer system.

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8. The Main Refuse Chamber is solely for the residents' usage. No Contractor is allowed to use them to dispose their debris. The Contractor is to dispose their renovation debris and other materials at the end of each day or be kept within the unit concerned.

Any Refuse Chamber or common areas found to contain items of contractors' debris; the Contractor with work in progress would be penalised. The Management reserves the right to deduct the penalty charges (amount which will be determined by the Management) from deposit sum received.
9. The Contractor shall not loiter in places meant for residents only and/or make a nuisance of themselves to the residents and others.
10. The Contractor shall allow their vehicle's trunk to be checked by Security Guard.
11. No demolitions of wall and/or any extension or alteration on the existing structure of the building or window is allowed prior to the issuance of strata titles. All cost and incidental cost and make good defects due to your failure adhere to our instruction will have to be borne by you.
12. All grills for external windows must be installed internally and such grills must be in accordance with the specification, design and colour approved by the Management, Architect and Authority. No installation of awning is allowed. This is to protect the aesthetical value of the apartment.
13. As for an air-conditioning works:-
 - a) All exposed cold pipe has to be installed in the PVC trucking and run internally. External trucking (if any) must be painted with similar colour with the external wall. No concealment of piping is allowed.
 - b) The location for installation of compressor has to be in the allocated area only. Please note that you are not allowed to do any hacking of hole for the cold pipe except core method only.
14. Renovation works that are not allowed:-
 - a) Renovation/ Replacement of windows
 - b) To hack or break down the walls
 - c) To increase the floor height
 - d) The pipeline or sewerage systems to be covered with bricks
 - e) To change the location of the front and back door
 - f) To change/ add the floor tiles of the outside unit such as corridor, staircase, etc.
 - g) Renovation of the common area
 - h) Installation of the Window Unit Air Conditioner
 - i) To use hacker or concrete breaker
 - j) To use/ illegal connect the electricity or water from the common property or other unit
 - k) To shift/ change the electrical point or switch, pipeline and sewerage system
15. Any Contractor, who fails to observe the rules and regulations, may be asked to leave and/ or prohibited from entering the premises.
16. In the event of any breach in the rules and regulations herein committed by the Contractor, Management may at their absolute discretion take any action deemed appropriate against the owner and/ or Contractor.

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17. The management reserves the right to add, delete or amend any of the rules and regulations when deemed necessary.
18. The defect liability period provided under the sale and purchase agreement shall be invalidated in the event that you have commenced any alteration or renovation.

I/We, the owner(s) of the unit no. _____ hereby acknowledge that the above rules and regulations have been briefed to me and I/we fully understand and agree to comply with the above rules and regulations for the interest of all parties concerned .

Signature of Purchaser

Name : _____

I.C. No : _____

Position : _____

Date : _____

Contact No. : _____

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Reno.1(c)

CONTRACTOR'S REGISTRATION FORM

Name of Proprietor : _____

Address : _____

Contact Number : _____

Name of Contractor : _____

Business Registration Number : _____

Person In Charge : _____

Contract No. : _____

No.	Name of Workers	NRIC/Passport No.
1		
2		
3		
4		
5		
6		

Unit No : _____

Description of Works :

PERBADANAN PENGURUSAN VISTA KOMANWEL B
Project: Vista Komanwel B

SITE : PERBADANAN PENGURUSAN VISTA KOMANWEL B Reno.1(d)

RENOVATION WORKS PERMIT

Name of Purchaser : _____ Unit No. : _____

Telephone No. : (R) _____ (O) _____ H/P No. : _____

Name of Contractor : _____

Contact Number : (O) _____ H/P No. : _____

Description of Works:

Carpentry

Installation of kitchen cabinets / wardrobes / built-in furniture / Repair door

Interior fittings

Painting / Plaster ceilings

Ironmongery works

Installation of grilles / curtain rod

Air-conditioner

Installation or service of air-con / water heater / air-cons pipeline

Electrical fittings

Installation of lights and fans

Others (Please specify) _____

Duration of Works : From : _____ To : _____

Issued by : _____

Extension of Duration of Works : From : _____ To : _____
Approved by : _____
Date : _____

Notice: -

This form must be displayed at the main door of the above unit during the whole duration of renovation work. The management reserves the right to take action against the owner or their Contractor, his employees, or servants of agents who fail to follow this instruction.