

PERBADANAN PENGURUSAN VISTA KOMANWEL B
Project: Vista Komanwel B

Reno.1(a)

APPLICATION FORM FOR MINOR RENOVATION WORKS

Name of Parcel owner/ Parcel owners: _____ Parcel No: _____

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

Renovation Company: _____

Name of Contractor: _____ NRIC: _____

Business Registration No: _____

Address: _____

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

Description of Works:

Duration of Works: Commence: _____ Completion: _____

TERMS AND CONDITIONS

1. Parcel owners carrying out minor repair/installation works are required to submit all necessary details and workers list to the Management Office at least **seven (7) days** prior commencement of works and the duration of work shall be determined by the Management Office to carry out the said works. All contractors and their employees shall be given a security tag which must be always worn visibly while in the compound of Vista Komanwel B. The security tags must be returned to the Guardhouse before exiting the building. A penalty of **RM30.00** shall be imposed for replacement of missing or non-returned tags. The Management reserves the right to refuse entry or evict any of the contractor or worker who infringe or fail to adhere to all rules and regulations herein (including any amendments or variations as may be imposed by the Management from time to time) including House Rules.
2. All contractors and his workmen are required to report to the Guardhouse before entering Vista Komanwel B; and must produce the Work Permit to the security personnel each day prior to carrying out their repair/installation works, failing which, the Management Office and the security personals shall have the right to refuse entry to parties concerned.
3. All access route to the parcel carrying out repair/installation works shall be determined by the Management Office and the security officer on duty. All access route for repair/installation to the parcel should have the flooring covered with canvas failing which the Management office reserves the right to charge a maximum penalty of **RM200.00** per offence as provided

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pursuant to Clause 27 (4) of the Third Schedule of Strata Management (Maintenance and Management) Regulations 2015; All renovation works in parcel shall be confined to the boundaries of the parcel and no works shall be carried out on any part of the common property. Failure to adhere may result in immediate Stop Workorder issued by the Management.

4. The Owner of Parcel, tenant or contractor shall be fully responsible for the conduct and behaviour of his appointed contractors and workmen. Any foreign workman engaged to carry out any of the renovation work must possess valid work permit issued by the appropriate authorities. Parcel owners, tenants or his contractors shall indemnify the Management against all legal proceedings or actions instituted against the Management arising from the engagement of any such foreign workmen without the said valid work permit.
5. A refundable deposit of **RM500.00** shall be deposited with the Management Office prior to commencement of any renovation works and an official receipt shall be issued to this effect. Deposit shall only be released upon inspection by the Management Office to ensure no damages to the building structure and common area during the course of the renovation. The parcel owner, tenant or contractor shall make good of any damages arising from the renovation failing which the Management will carry out remedial works and all cost and incidental cost incurred shall be deducted from the deposit accordingly.
6. 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.

7. The Contractor shall ensure the following:
 - a) All exposed cold-water pipes at common area have to be installed and to be covered using PVC trunking and to be painted accordingly.
 - b) The location for installation of air-conditioner compressors have to be placed at the dedicated area and walls need to be cored for piping purpose.

I/We, the parcel owner, tenant or contractor hereby acknowledges that the above rules and regulations have been briefed to me and we fully understand and agree to comply with the above rules and regulations for the interest of all parties concerned.

Parcel owner's/ Representative's Signature

Note: (Parcel owner representative should produce an authorization letter to the Management.)

Parcel owner/Representative's Name : _____

NRIC : _____

Contact No. : (HP) _____ Date : _____

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Reno.1(b)

CONTRACTOR'S REGISTRATION FORM

Name of Parcel owner : _____

Address : _____

Contact No. : _____

Name of Contractor : _____

Business Registration Number : _____

Person in Charge : _____

Contract No. : _____

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

Parcel No: _____

Description of Works:

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Reno.1(c)

RENOVATION WORKS PERMIT

Name of Parcel owner : _____ Parcel No. _____

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

Name of Contractor : _____

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

Description of Works :

Painting

Minor touch up works

Plumbing

Remove clogging

Electrical fittings

Installation of lights and fans

Air-conditioner

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

Installation of curtain and blinds

Other minor works (Please specify) _____

Duration of Works : From : _____ To : _____

Issued and Approved by : _____

Notice: -

This form must be displayed at the main door of the above parcel 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.

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Reno.1(d)

MINOR RENOVATION CHECKLIST / VIOLATION NOTICE

Parcel No : _____ Date : _____

Owner : _____ Contractor : _____

Work Description

Painting (Minor touch up works)

Plumbing (Remove clogging)

Electrical fittings (Installation of lights and fans)

Air-conditioner (Installation of service of air-con / water heater / air-cons pipeline)

Installation of curtain and blinds

Other minor works: _____

Comments: (If any)

Inspected by:

Received by:

Name : _____

Name : _____

Designation : _____

NRIC : _____

Date : _____

Date : _____

Note (in the event of any violation):

Please be notified that you have violated the renovation guidelines and please take necessary action to address the shortcoming and failure to respond within 24 hours shall result in us taking remedial action and all cost incurred shall be deducted from your renovation deposit held by us and/or will be billed into your maintenance account accordingly.