

PERBADANAN PENGURUSAN VISTA KOMANWEL B
Project: Vista Komanwel B

Reno.1(a)

APPLICATION FORM FOR MAJOR 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: _____

Extension of Duration of Works : From _____ To : _____

Approved by : _____

Date : _____

TERMS AND CONDITIONS

1. Parcel owners carrying out major 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 work and a renovation period will be determined by The Management Office depending on the nature of the renovation works in the parcel. All contractors and their employees will be given a security tags which must be always worn visibly while in the compound of Vista Komanwel B. The security tag 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 have infringe or fail to adhere to all rules and regulations to herein (including any amendments or variations as may be imposed by the Management Office 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

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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 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 **RM3,000.00** 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.

Hacking and drilling time:

Mondays to Fridays	:	9.00 am - 1.00 pm
Saturdays	:	Not allowed

7. Renovation works that are not allowed: -
 - a) Renovation/ Replacement of windows
 - b) Hacking or demolishing load bearing structures
 - c) Erecting additional structures, partition and rooms
 - d) Increasing of existing floor height
 - e) Relocation of sewage pipelines
 - f) Relocation of main door or/and sliding doors
 - g) Replacing or adding floor tiles at all common areas
 - h) Altering facade of common areas
 - i) Installation of the window units air-conditioner
 - j) Usage of hacker or concrete breaker
 - k) Usage of electricity or waters supply from the common area or any other parcels

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8. The Main Refuse Chamber is solely for the resident's usage. No contractor is allowed to use them to dispose their renovation debris. All renovation debris and other materials are to be kept within the parcel concerned. The Management reserves the right to deduct the penalty charges (amount which will be determined by the Management) from deposit sum received in the event of non-compliance.
 9. All materials and waste generated from the renovation works carried out by contractors must be disposed into RORO bins (renovation waste disposal bins) to be which provided by the renovator and shall be covered and placed at the white bay. A charge for RORO bins as follows:
 - a) **RM100.00** per entry and valid for one calendar month;
 - b) Subsequent charge of **RM100.00** for every additional month or part thereof after that.
 10. Parcel owners are required to comply with clause 7(c) with regards to erecting additional structures, partition and rooms. In the event of non-compliance, the parcel owners shall be responsible to dismantle and make good all prohibited structures/partitions/rooms at their own cost. The Management Office will conduct a final inspection together with the parcel owner based on approved drawings submitted prior to commencement of renovation. Failure in making good of non-compliance work shall be reported to the relevant enforcement authorities and all renovation deposited shall be withheld until remedial action is taken by the parcel owners.
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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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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 :

Interior fittings

Painting / plaster ceilings

Electrical

Wiring / lights fitting / fan

Plumbing

Piping / flooring / waterproofing

Installation of tiles / parquet

Carpentry

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

Removal bathtub

Installation of awning

Other major 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)

MAJOR RENOVATION CHECKLIST / VIOLATION NOTICE

Parcel No : _____ Date : _____

Owner : _____ Contractor : _____

Work Description:

Interior fittings (Painting / plaster ceilings)

Electrical (Wiring / lights fitting / fan)

Plumbing (Piping / flooring / waterproofing)

Installation of tiles / parquet

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

Removal bathtub

Installation of awning

Other major 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.