

JMB – MUTIARA VILLE, CYBERJAYA

APPLICATION FOR RENOVATION

Unit No. : _____

Owner's Name : _____

NRIC/ Passport No. : _____

Contact No. : _____

Email Address : _____

Renovation Contact Person (*Please attach name card*) : _____

Contact No. : _____

-
1. **Fees** : **Documentation & Process fee is RM100.00 (Non-Refundable)**
Deposit (Minor) : **RM2,000.00 (JMB MUTIARA VILLE CYBERJAYA-MAINTENANCE)**
Deposit (Major) : **RM 5,000.00 (JMB MUTIARA VILLE CYBERJAYA-MAINTENANCE)**

The proposed renovation plan shall be submitted to Management Office for comment by the consultants concerned. Any minimum fee chargeable by each consultant shall be borne by the Owner(s) (*fee will vary depending on the nature of the works involved*).

Commencement Date: _____ **Completion Date:** _____

2. Renovation approval is subject to the approval by the appropriate authorities and consultants. Nothing contained herein shall absolve the Owner(s) from responsibility of care.

3. Safety Measures: Owner(s) are fully responsible for any accidents that happen to their contractor's workers during the course of duty and will not hold Management Office and/or JMB responsible for any such accident, dangerous occurrence or any other matter / violations related to OSHA 1994/FMA 1967.

4. The Management and/or its authorized representative shall be allowed to enter the premises during the renovation period to carry out inspection of the works to ensure works carried out are in compliance with the approved renovation application.

5. The Management shall reserve the right to stop all renovation works if we note that any of the / or the House Rules were NOT adhered to during the renovation period.

6. For major renovation, the contractors is required to provide '**Contractor All Risk**' insurance with minimum coverage amount of RM500,000.00. The Management reserved the right to request for additional coverage amount depending on renovation scope of works, plan submitted and others possible risks.

Checklist:-

(Please delete where necessary if proposed renovation does not involve the following items (a to e). All relevant plans to be submitted in 2 copies, dimensioned + scaled 1:100, or 1:50 or 1:20 and on A3/A4 paper (AO/A1 if necessary). Plan to show old works hatched and new works in bold.

(a) Amendment to Layout Plan *[e.g. demolition/addition of internal walls, inner partitions etc.]*

Company Name :

Address :

Person In-charge :

Contact No. :

Amendment to floor plan must be approved and certified by a registered architect and approved by the relevant authorities.

(1) To submit drawing indicate existing condition and new works in bold.

(b) Plumbing (Licensed Plumber)

(To attach a duly signed certified true copy of the License with company's rubber stamp & name card)

Company Name :

Address :

Person In-charge :

Contact No. :

(1) To submit plumbing plan in single line diagram showing route.

(2) To submit plan of all pipes sizes & types to be indicated.

(3) To submit undertaken letter of any water leaking into adjacent/below unit/common area.

(c) Air Conditioning (Licensed Contractor) *[to attach name card]*

Company Name :

Address :

Person In-charge :

Contact No. :

(1) To submit plan of the ducting route in single line drawing (if ducted).

(2) To submit plan of the ducting sizes (if ducted).

(3) To submit plan of the location of condense pipes and out-door unit location.

(d) Electrical (Licensed Electrician) *[to attach a duly signed certified true copy of License with company's rubber stamp & name card]*

Company Name :

Address :

Person In-charge :

Contact No. :

All electrical alterations must be confined within the owner's unit only. Any electrical work that involves the common area must have the prior approval of the Management or Developer.

(1) To submit electrical plan showing wiring reticulation.

(e) Other Works (Licensed Contractor) *[to attach name card]*

Company Name :

Address :

Person In-charge :

Contact No. :

Works within owner's lot only [e.g. change of floor, wall & ceiling finishes, etc.]

1.

2.

3.

4.

5.

I/We hereby agree to abide by all the above terms and conditions with due reference to the attached Renovation Manual & Guidelines House Rules and accept full responsibility in all aspects related to the above renovation works and shall indemnify the Management Office against all risks that it may incur.

Signed by Owner:
NRIC/Passport No.:
Date:

For Office Use:

Payment Details:

Major Renovation Deposit:	RM5,000.00	Cash/ Cheque No:	
Date Received:		Receipt No:	
Minor Renovation Deposit:	RM2,000.00	Cash/ Cheque No:	
Date Received:		Receipt No:	
Document & Process Fee:	RM100.00	Cash/ Cheque No:	
Date Received:		Receipt No:	

Comment by Management Office:

Permitted by/Date: _____

OM/BE

Renovation Manual & Guidelines

1. Owners who wish to renovate their units must first submit the proposed renovation plans in two (2) sets, and a duly signed and completed set of **Form MV-PM-F06** to the Developer for approval.
2. **Purchase building plans** (if necessary) from the consultants concerned. If required the Developer can be contacted for assistance.
3. If renovation involves demolition of brick walls in the apartment, a Structural Assessment Report by a Structural Engineer is to be attached.
4. All **electrical, plumbing, structural, architectural and M&E works** must be undertaken by **registered contractors respectively, full compliance to the authorities concerned like Suruhan Jaya Tenaga, JKPP, SYABAS/MPS/IWK and shall comply with all statutory requirement.**

Upon the management office / JMB's approval of works (a copy of which will be extended to owners for reference), payment of a refundable deposit of **RM2,000.00(Minor Renovation), RM5,000.00(Major Renovation) and RM100.00 processing fees (Non-refundable)** must be made to "**JMB MUTIARA VILLE, CYBERJAYA – MAINTENANCE**" prior to commencement of any work. All works must be carried out according to the submission approved by the Developer. The deposit shall be withheld should there be any discrepancy in the approved works until such discrepancy is rectified. (Any damage to the common area, removal of scrap materials and debris left over from the works will be deducted accordingly against this deposit).

5. **Names and IC numbers** of workers must be submitted to the Management for record purposes prior to the commencement of works and all contractors **must comply with the House Rules and security regulations.**
6. Permitted working hours for renovations are as per schedule below:

Monday to Fridays	-	9.00am to 5.00pm (Noise and non-noise work)
Saturdays	-	10.00am to 1.00pm (Non-noise work only)

Contractors are to be in the premises only within these stipulated hours. **No work shall be carried out on Sundays and Public Holidays.**

7. All contractors **must register at the Guard House** and must check out after the permitted working hours. **No contractor is allowed to stay overnight** within the premises.
8. Owners must ensure that their contractors comply with all **safety requirements** and all foreign workers are to be insured under an approved insurance scheme to cover personal accidents and repatriation expenses. Only workers with valid work permits will be allowed on site. Safety helmets, proper workmen shoes and other safety gear are to be worn at all times on site.
9. Owners must ensure that their contractors take up a **Contractor All Risk Insurance** coverage (for major renovations).
10. Loading/unloading by all contractors should be confined to areas that are designated for these purposes.
11. All contractors **must protect the common areas** (inclusive of all floors, ceilings, walls and lifts) accordingly during the renovation progress. **Ground sheet canvas must be used to protect the flooring to avoid scratches.**
12. All **contractors must use only service lift/allocated lift** at all times.
13. The overall height of all delivery vehicles including goods **must not exceed 2.0 meter** and must strictly adhere to the specified route.

14. **No tapping of electricity or water** from any common area is permitted.
15. **No intercom wiring/points shall be altered or tampered with**, without the prior approval of the Management office / JMB.
16. **No structural columns/ beams/ walls** or any structural members of the buildings **shall be demolished/ relocated/ drilled/ altered or tampered with** in any manner whatsoever.
17. **No alteration or addition** to the facade of the buildings/apartments is allowed. This also applies to all the common areas/ corridor lift lobby.
18. Owners are to ensure that a layer of **waterproofing membrane** is applied by their contractors when changing floor tiles at wet areas in particular to prevent any water leakage/seepage or condensation.
19. **All building materials, contractors' work equipment, etc. must be stored/ confined within the apartment** concerned only. None of these items are permitted to be left in the common areas.
20. **All debris, rubbish and scrap material** resulting from the renovation works **must be kept/ confined within the apartment** concerned and **must be disposed completely out of the premises at the end of the works**.
21. **All clogged drains, floor traps, discharge pipes** etc. as a result of the renovation works must be **cleared immediately** by the contractors concerned. Extra appropriate preventive measures must be taken by the contractors concerned to prevent the floor traps in particular within the apartment from blockages as a result of the renovation works. **The contractors are required to seal/cover up all floor traps throughout the renovation period**.
22. Contractors must ensure that all work areas are **free of mosquito breeding**.
23. The installation of air-conditioner condenser (outdoor) shall be positioned at the designated area. **Mounting of air-conditioner condenser unit on the façade of the building is strictly prohibited. All exposed pipes/condense pipes are to be laid in trunkings and to be painted according to the colour of the façade of the building.** The discharge pipe shall be laid to the nearest floor trap provided at the designated area. Owners must ensure that their contractors install all air-conditioner units according to the standard specification and shall not cause vibration and discomfort to their neighbours.
24. Air-conditioner unit (window unit) provided for all bedrooms shall remain as it is. Replacement or alterations of these air-conditioners other than the window type unit is strictly prohibited. Upon installation of new window unit, the owners must ensure that their contractors install the air-conditioner unit according to the standard specification and shall not cause vibration and discomfort to their neighbours.
25. The installation of grilles and blinds shall follow the specific design, colour and materials approved by developer.
26. **Workers are to avoid causing any disruptions or disturbance to the residents** and the condominium activities. The Management will not hesitate to impose a Stop Work Order should this occur without any compensation to the owner concerned.
27. The Management reserves the right to alter the renovation rules and regulations from time to time.

I/We understand and agree to abide by the above rules:

Signed by Owner:

Name:

Date:

* **Copy of this part to be compile with the application form submission.**