

(PART B)					
APPROVAL FORM					
(For Office Use Only)					
Unit No	:				
Project	:	YOU VISTA			
Comments (For Major Installation/ Renovation)	:				
(Project Department)					
HTR Management Services Sdn Bhd Comments (For Minor Installation/ Renovation):					
		YES		NO	
1.	Permission To Start Work				
2.	Deposit Required : RM				
3.	Cheque/Credit Card No. _____				
4.	Date Received : _____				
5.	Received By : _____				
6.	Approved By : _____				
(BM/BE)					
<u>Completion of Works (Final Inspection)</u>					
			YES	NO	
Installation/ Renovation works completed on _____		Complied with approval conditions.			
Remarks :					
Inspected by : _____			Approved by : _____ (BM/BE)		
Date : _____			Date : _____		

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- 1.0 Installation/ Renovation, delivery and removal works are restricted to the following hours:-
 - Monday – Friday : 9.00am to 5.00pm
 - Saturday : 9.00am to 1.00pm (subject to change)
 - Sunday/ Public Holiday : Not Permitted
- 2.0 A refundable deposit of RM2,000 for renovation or RM1,000 for installation for a Residential Unit and RM5,000 for renovation or RM2,000 for installation for a Retail Lot is payable to the management before commencement of work.
- 3.0 The deposit will be refundable in full only if:-
 - i) All work waste to be disposed from site and other common areas.
 - ii) No damage has been done to the common areas, lifts, fixtures and fittings.
 - iii) No outstanding of all service charge and other charges.
- 4.0 Sand must be transported in bags and loose sand must not be scattered anywhere in the vicinity of the building. All installation/ renovation materials must be transported to the work site involved immediately; it cannot be stored anywhere in the vicinity of the building and must be removed immediately after the completion of the installation/ renovation works.
- 5.0 All contractors must report at the security check point to obtain identification passes and must wear their passes at all times whilst in the building.
- 6.0 All deliveries, removal and workman must use only designated lifts and staircases so as not to cause any inconvenience to other occupants.
- 7.0 All occupants/contractors are not allowed to tap water/electricity supply from the common areas. The management shall bill the owners/residents/contractors the charges for unauthorized tapping of water and electricity.
- 8.0 Any damages to the building and equipment caused by the moving of furniture or other personal effect shall be replaced or repaired at the expenses of the owners/residents concerned. In the event that the owners/residents failed to repair the damage within seven days after notification by the management, the management reserves all rights to hire another contractor to remedy the damage and the tenant shall bear all costs of repair incurred by the management. The management reserves the right to expel from the building, any contractor found misbehaving or any contractor who is not wearing the identification tags or any person whose identity is suspicious.
- 9.0 All occupants are required to submit to the management one (1) month in advance for approval for the following drawings relating to any structural alterations or deviation from the approved plans before commencement of renovation works:-
 - i) Renovation Plan
 - ii) Method Statement of the work
 - iii) Authority Approval Letter

The Management