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**APPLICATION FORM RENOVATION/INSTALLATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OWNER NAME** | **:** |  | **UNIT NO** | **:** |  |
| **NRIC / PASSPORT** | **:** |  | **TEL NO** | **:** |  |

I, the above mentioned name here by authorize my contractor to carry out renovation works to my above property for the period \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ (approximately \_\_\_\_ days). As such please allow the Contractor, their workers and vehicles (if necessary) to enter the apartment area.

* **Nature of Renovation/installation works (tick [ √ ]):**

[ ] Interior Finishes (wall, floor, etc) [ ] Electrical

[ ] Carpentry/Cabinets [ ] Air Conditioners

[ ] Awnings/Shades [ ] Plumbing

[ ] Iron Works/ Grill [ ] Other:\_\_\_\_\_\_\_\_\_\_

I also understand that myself/contractor will be responsible to clear all debris upon completion and the works shall comply with the terms set out in the House Rules and Guide Book. I agree that if any myself/contractor failed to do so, the management reserves the right to take remedial action including removal of the works and charge/fine all costs of such remedial action to me or deduct **RM200.00 per offence**.

Enclosed is the Renovation Deposit **RM 800.00**

**(“I also agreed to contra my RENOVATION DEPOSIT with any outstanding fees). I also agreed the refund deposit will take seven (7) working day after notification of work done.**

|  |  |
| --- | --- |
| Name of Contractor/Company |  |
| Address |  |
| Contact No. |  |
| Contact Person |  |
| Vehicle Number |  |

**……………………………………..**

**Signature of OWNER**

**…………………………………………………………………………………………………..**

**FOR OFFICE USE ONLY REFUND DEPOSIT**

Outstanding :­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ Checking Defect date :\_\_\_\_\_\_\_\_\_\_\_\_

As at : \_\_\_\_\_\_\_\_\_\_\_ Maintenance staff :\_\_\_\_\_\_\_\_\_\_\_\_

Approve/Not Approve : \_\_\_\_\_\_\_\_\_\_\_ Deposit Amount :\_\_\_\_\_\_\_\_\_\_\_\_

Deposit : RM 800.00 Less :\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card/Cheque : \_\_\_\_\_\_\_\_\_\_\_ Total Refund :\_\_\_\_\_\_\_\_\_\_\_\_

Official Receipt No. : \_\_\_\_\_\_\_\_\_\_\_ Refund Received by :\_\_\_\_\_\_\_\_\_\_\_\_