

# GRAND SUBANG JAYA @ SS15

## RENOVATION APPLICATION

### Owner's Particulars

Name : Unit No. :

Email : Fax No. :

### Duration of Renovation

From: To:

### Major Renovation

- Demolition works     Plastering works     Change of floor materials  
 Electrical & Plumbing works     Installation of cabinets and wardrobes     Hacking/Coring of floor slab

### Minor Renovation

- Interior decoration works     Installation of awning and grilles  
 Installation of lighting fittings and other fixtures     Paint works

### Renovation Payment Details

Administration Fee	<input type="checkbox"/> RM 100.00	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online Transfer
Renovation Deposit (Refundable)	<input type="checkbox"/> Resident unit RM1,000 <input type="checkbox"/> Shop RM3,000	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online Transfer

\*If payment is made by cheque, please issue cheque payable to "Mediaraya Sdn Bhd".

### IMPORTANT

1. I/We hereby request for approval to commence the renovation works stated in this Renovation Application form.
2. Owners are to submit **Renovation Application form to The Management at least fourteen (14) working days** prior to intended commencement date and must not commence any renovation works without the written approval from The Management.
3. For any work involving coring on floor and hacking of wall, a separate consultation fees may be charged by the consulting engineers.
4. I/We understand that is my/our responsibilities to ensure that my/our contractor adhere to the Renovation Rules stated in the Owner's Handbook together with applicable laws, by-laws and regulations from the relevant authorities including public safety regulations and practices in relation to the renovation works.
5. I/We understand that is my/our responsibilities to ensure that my/our contractor is to provide **protective flooring** during renovation period.
6. I/We agree to keep the developer and The Management, fully indemnifies against all claims, proceeding, loss and damage however suffered by the developer and The Management arising from my/our contractors and agent acts, omission and negligence in relation to renovation works.
7. I/We hereby agree to allow the above contractor to temporarily park at my/our designated car park(s) until completion of renovation works to my/our unit.
8. No alteration to external facade is allowed.
9. Any work carrier out after permitted hours will be subject to a fine of RM200.  
**Permitted hours: Monday to Friday, 9.00am-5.00pm.**  
**Weekends and Public Holiday are not allowed for any renovation work.**
10. I/We agree for The Management to **conduct a renovation inspection after the renovation is done before refunding the renovation deposit.** I/We agree for The Management to enter my/our unit to inspect renovation works done (e.g electrical wiring, cabinet installation, plumbing, etc.) to ensure that the improvements made to your home are up to standard. Any remodeling project or renovation that goes beyond the very basic repairs must meet all the applicable local building codes and regulations.
11. Anyone caught smoking within the premises and any common area shall be liable to a fine of RM100, except at designated smoking area located at ground floor beside lift lobby.
12. Anyone caught eating or sitting at corridor shall be liable to a fine of RM100.

13. A minimum fine of RM200 and above will be charged if construction debris, material or rubbish are not properly disposed into renovation refuse containers.

14. I/We hereby acknowledge and agree that I/we and/or my/our Agent and/or Contractor shall at all times adhere to strict compliance and observation of all relevant COVID-19 regulations and Standard Operating Procedures ("SOP") set by the authorities and any relevant bodies.

15. I/We hereby undertake to indemnify the management and/or any other affected parties for any liabilities, costs, claims, penalties and expenses due to my/our and/or my/our Agent and/or Contractor failure or non-compliance of all or any COVID-19 regulations and Standard Operating Procedures ("SOP") set by the authorities and any relevant bodies.

16. I/We further acknowledge that the management shall reserve the right to commence any necessary action against me/us in breach of the above undertaking.

\_\_\_\_\_  
Owner's Signature

Date:

\_\_\_\_\_  
Contractor's Signature

Date:

**FOR OFFICE USE ONLY**

RENOVATION APPLICATION				
Attended by: Date:  [Front liner]		Inspection by: Date:  [Site Supervisor]		Consent: Approved <input type="radio"/> Rejected <input type="radio"/> Date:  [Manager]
EXTENSION OF RENOVATION APPLICATION				
From	To	Renovation Work	Attended by	Approved by
RENOVATION DEPOSIT REFUND				
This is to acknowledge that the renovation has been completed and it is in compliance with the house rules. The following items are those that are not complying with the renovation guidelines:				
Recommended deduction (if any):  				
Payable to:				
Attended by: Date:  [Front liner]		Approved by: Date:  [Site Supervisor]		Acknowledged by: Date:  [Manager]