



## Subang Perdana Management Corporation Court 3-5

Entrance Goodyear Court 5, USJ 8

Persiaran Kewajipan

47610 Subang Jaya

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### APPLICATION FOR RENOVATION, INSTALLATION AND SHIFTING WORKS (MOVE IN/ OUT)

Unit No: \_\_\_\_\_

Resident Card No : \_\_\_\_\_

Owner Name : \_\_\_\_\_

Phone No : \_\_\_\_\_

Applicant Name : \_\_\_\_\_

IC No : \_\_\_\_\_

(Owner/ Tenant/ Agent/ Contractor)

Phone No : \_\_\_\_\_

Contractor Name : \_\_\_\_\_

Contractor phone No : \_\_\_\_\_

Vehicle No : \_\_\_\_\_

☐ FOR ALL RENOVATION

RM 500

☐ FOR INSTALLATION WORKS ONLY ONE OF THE FOLLOWING

RM100 - RM 150

☐ Air Conditioner (Installation/ dismental)

☐ Tile

☐ Grills

☐ Painting Works (internal)

☐ Heaters/ Outdoor Filters

☐ Fans/ Exhaust Fans

☐ Doors / Windows

☐ Astro Disk/ TM Unifi/ Streamyx

☐ Kitchen Cabinet

☐ Others \_\_\_\_\_

☐ MOVE IN / OUT

RM150

☐ DELIVERY OF GOODS

No Deposit

Date of commencement : \_\_\_\_\_ Estimated completion on : \_\_\_\_\_

#### IMPORTANT

Upon application for refund of deposit, all receipt issued for the above (original must be duly endorsed after inspection of work by the supervisor in- charge and presented at our office together with pass card in working condition.

#### PLEASE NOTE

Loss of Original receipt

Fine

RM50 each

Renovation Debris (Dumping)

Fine

As Charged

Common Area Damaged

As Charged

Please allow 3 -4 weeks for refund of Cheque deposit upon application

#### REFUND OFFICE TIMES :

9AM – 5 PM MONDAY – FRIDAY

9AM – 1PM SATURDAY

#### Specification of Installation of :

##### Air Conditioner:

- 1) Overflow pipe shall be connected to rain water down pipe.
- 2) Need to patch and repaint exterior wall
- 3) Shall seal hole and repaint properly

##### Dismantal of air conditioner

- 1) No removal of compressor rank

**Astro Disk:**

- 1) Cable shall go through trunking and seal trunking properly
- 2) No Hacking at common area/ property

**Tm Unifi/ Streamyx**

- 1) Cable shall go through trunking and seal the trunking properly
- 2) No hacking at common area and property

**SUMMARY EXTRACT FROM HOUSE RULES****1) Disposal of Debris and Construction Materials**

No Building and renovation debris is to be disposed at the refuse chambers. All unwanted materials, debris, etc are not left in the corridor or any other common areas and that no common property is damaged. Otherwise, the costs, if any, will be deducted from the deposit and balance will be refunded accordingly. In the event that the clean-up costs and damages exceed the deposit, the owner concerned shall be charged the additional amount.

**2) Renovation Limits**

All renovation works should be confined to the limits of your apartment. Hacking of structural slabs, columns and beams are not permitted. Any deviation from the original approved plan of the apartment must be approved by the Local Authorities concerned.

**3) Conduct and Behavior of Contractors**

Owners / Occupants are responsible for the conduct and behavior of their appointed contractors.

**4) Usage of Water and Electricity**

All occupants and contractors are **NOT ALLOWED** to tap water/ electricity supply from the common areas for renovation works.

**5) Renovation Hours / Shifting Hours**

Renovation works / Shifting hours are restricted to the following hours:

Mondays to Fridays 9.00 am to 5.00 pm

Saturdays ( For Renovation - No Hacking, Grinding & Drilling) 9.00 am to 1.00 pm

**No works/ shiftings are allowed on Sundays and Public Holidays.** For renovation works , if workers are found continuing their work after the stipulated hours, they will be barred from future entry. Any extension must be applied in advance to the Management for consideration.

**6) Renovation Equipments**

Equipment such as pneumatic hammers, hammer drills, “jack hammers” and coring machines are expressly prohibited without the written consent of the Management. Welding works are limited to a power supply from a 13A power point only.

**Disclaimer**

It is hereby notify that the Management and the Developer shall cease to indemnify nor be held responsible for the owners or renovator non compliance to the restriction stated in the 3.2 Construction rules and regulation , 4.3 Renovation policy and control , of the House Rules of Subang Perdana Goodyear 3 -5 (19 June 2016), Strata Management (Maintenance & Management) Regulation 2015 (effective 1 June 2015) & Strata Management Act 2013 (effective 1 June 2015)

I, understand and agree that I will abide by Construction Rules, House Rules of Subang Perdana Court 3 -5, Strata Management (Maintenance & Management) Regulation 2015 (effective 1 June 2015) & Strata Management Act 2013 (effective 1 June 2015)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office use**

O/ Receipt No: \_\_\_\_\_

Amount : \_\_\_\_\_