

# CONTESSA MANAGEMENT CORPORATION

No. 8 & 10, Contessa Condominium, Jalan Kapas, Bukit Bandaraya, 51900 Kuala Lumpur  
Tel: 03-2283 2303, Fax: 03-2284 5490

## WORK AUTHORISATION FORM

### Resident/Owner's Particulars

Name of applicant :

Apartment No :  Tel No :

Date of work Commencing :  To :

### Contractor's particulars

Company Name :

Contractor Name :  I/C No :

Tel. No. :  Vehicles No. :

Workers' Name :  I/C No. :

### Scope of Work

☐ Shifting Out

☐ Air-Cond Service

☐ Shifting in

☐ Plumbing Service

☐ Deliver Goods

☐ Electrical Service

☐ Renovation

☐ Painting

☐ Others

\_\_\_\_\_  
\_\_\_\_\_

DEPOSIT : ☐ MINOR - RM 2000.00

☐ MAJOR - RM 5000.00

### DECLARATION

I / We hereby declare that:

1. I / We have read the general rules and regulation governing renovation work and agree to abide to the terms and conditions being enforced.
2. All renovation contractors shall apply for security clearance from the management at least 1 week before the commencement of work. The approved renovation form will be presented to the security check point.
3. All renovation contractors and their workers shall register with the security check point before commencement of work each day and should wear the CONTRACTOR'S PASS issued by security guards in exchange for a valid document throughout their stays within the premises.
4. The CONTRACTOR'S PASS should be returned to the security check point at the end of each working day failing which the management reserves the rights to refuse entry the next day.
5. The Management reserves the right to refuse entry to any unregistered personnel for whatever purpose regarding the mention renovation unit which cannot be verified there and then.

I / We further declare that I / We agree to indemnify the Management for any losses, damages or breakages within the common areas due to our negligence or willful misconduct.

\_\_\_\_\_  
(Contractor's Signature & Chop)

\_\_\_\_\_  
(Owner / Lessee Signature)

Full Name:

Date:

Full name:

Date:

FOR OFFICIAL USE ONLY

- PART A**
- |                           |                             |                                  |
|---------------------------|-----------------------------|----------------------------------|
| 1. Renovation Application | <input type="checkbox"/> No | <input type="checkbox"/> Yes, On |
| 2. Renovation Approval    | <input type="checkbox"/> No | <input type="checkbox"/> Yes, On |
| 3. Deposit Payment        | <input type="checkbox"/> No | <input type="checkbox"/> Yes, On |

Approved / Not Approved by

\_\_\_\_\_  
(Building Manager)  
Date:

- PART B**
- |                          |                             |  |
|--------------------------|-----------------------------|--|
| 1. Work Completed On     | _____                       |  |
| 2. Penalty               | <input type="checkbox"/> No | <input type="checkbox"/> Yes, RM _____ |
| 3. Refund Recommended by | _____                       | _____                                  |
|                          | Building Executive          | Date                                   |

Approved By

\_\_\_\_\_  
(Building Manager)  
Date:

## **TERM AND CONDITION GOVERNING RENOVATION WORKS**

### **A. TO PROVIDE:**

1. Protective layer over the entire width of all common passage enrouting to the said unit of renovation.
2. A protective layer to the floor and walls of the lift cabin in use.

### **B. TO ENSURE:**

1. All building materials/debris are conveyed in appropriate bags or containers.
2. The lift in use is not over loaded or held up inconsiderably.
3. All works/ building materials/ debris are confined within the unit concerned.
4. Building materials / discarded items / debris are not disposed at any floor rubbish chamber or at the main rubbish chamber.
5. Tapping of electricity or water is not made from any common riser.
6. Working hours are confined to a period commencing from 9.00 am to 5.00 pm.(Monday to Friday only)
7. Cleanliness is observed when using any common rest area s/ wash room.
8. Workers are to use security passes issued by guards at all times.

### **C. NOTE:**

The Management reserves the right to enter the unit concerned for inspection at any time and to impose charges deemed for any damage or faults incurred to the common areas/facilities during the duration of renovation.

Management reserve the right to carry out spot inspections of the premise and that photographs may be taken of the renovation work where required if any hacking is taking place. This measure is to ensure that the structural integrity is not affected and also to protect the interests of the owner."