



OVAL DAMANSARA

NOTIFICATION OF COMMENCEMENT OF MAINTENANCE WORKS

Dear Sir / Madam,

I / We, being the owner / tenant*/third party (please delete as appropriate) of the unit as hereunder stated, hereby notify you that the following maintenance work shall take place at the stated unit:-

 Electrical Air conditioner Plumbing Key Flooring Equipment installation Signage Others (please specify)

*please tick (v)

***The details of above maintenance works shall be as follows:-**

Agent's Name: _____

Company Name : _____ (Contractor)

Agent's Contact No. : _____

Date: _____ Time (estimated): _____

Vehicle Plate No : _____

Duration (estimated): _____

Please ensure that the entry and exit of vehicles are allowed in order to facilitate the above maintenance works.

Authorized Person: _____

Identity Card/ Passport No.: _____ Contact No: _____

Unit No.: _____

Signature: _____

Date: _____

Note : Drilling, hacking and hammering are not allowed during office hours.

Terms and Conditions:-

1. This form must be duly completed and submitted to Management Office at least 2 working days prior to the actual works. Subsequent stages of work must also be notified, this can be via any form of communication.
2. Please note that we do not entertain telephone notification.
3. Owners/tenants will be held responsible for any damage incurred to the common area and/or property of the building.
4. Failure to duly notify the Management with the necessary information as required may result in the maintenance works being barred.

ACKNOWLEDGEMENT OF OWNER (if unit is tenanted)	FOR OFFICE USE ONLY	FOR SECURITY USE ONLY
Signature : _____	Verified by : _____	Acknowledgement of receipt of Notification.
Name : _____	Signature : _____	Signature : _____
Identity Card No: _____	Name : _____	Name : _____
Contact No. : _____	Date : _____	Date : _____

Perbadanan Pengurusan Oval Damansara
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