

Defect	Location											
	Main Entrance	Living	Dining	Kitchen	Yard	Balcony	Master Bed	Bedroom 2	Bedroom 3	Master Bath	Bath 2	Bath 3
SANITARY WARES & FITTINGS												
Basin/sink - clogged												
Basin/sink - leakage												
Basin/sink - chipped, dented, scratched												
Water tap - scratched, loosen												
WC - chipped, scratched, crackline												
WC - faulty flush, no water												
WC - clogged												
M&E (AIR-COND)												
Air-cond point - faulty, not cold												
Air-cond drain pipe - water leakage												
Air-cond condensation pipe - gas leakage												
Air-cond unit - no power, tripped												

Defect	Location											
	Main Entrance	Living	Dining	Kitchen	Yard	Balcony	Master Bed	Bedroom 2	Bedroom 3	Master Bath	Bath 2	Bath 3
KITCHEN WARES & FITTINGS												
Hood & Hob - scratched												
Hood & Hob - faulty / not working												
Kitchen cabinet - chipped, scratched												
Kitchen cabinet - color faded												
Kitchen cabinet - difficult open/close												
Kitchen cabinet - door not aligned, big gap												
M&E (LIFT)												
Lift breakdown, not working												
Lift car - no lighting, no ventilation												
Lift car - faulty card reader												
Lift lobby - faulty button, indicator light												

Other Comments

Complaint received by (BSA/PMR): _____ Acknowledge by (BE/PE): _____

I/We hereby confirm that the above are the defects observed by me/us for your onward action in rectifying the same.
 I/We agree not to hold you liable for any loss or damage to the property or my/our belongings during this rectification period. I/We further acknowledge that any further defects must be notified to you prior to my/our renovation works otherwise I/We will not hold you responsible for such defects.

Signature _____ Date _____

Building Services / Project Management Personnel:

Signature: _____ Date Attended: _____
 Name: _____ Verified By: _____ (BE/PE)

ACCEPTANCE

Date: _____
 Property: _____ Unit No: _____

I/We do hereby certify that the complaints/defects describe hereinabove have been rectified and made good by you to my/our full satisfaction.

* Note: In the event this Acceptance Certificate is not signed and returned within fourteen (14) days from the date hereof, the Customer(s) is deemed to have accepted the complaint/defects as having been satisfactorily made good.

Sign by the Customer(s): _____
 Name: _____ Date: _____