



IMPORTANT NOTICE

Ref : CCS/MA1/MO/2023_NT1708
Date : 17th August, 2023
To : All Valued Owners/Tenants
Subject : **Notice of Reminder - Leaking Issue Within Unit**

Dear Owners/Tenants,

Please be informed that The Management is carrying out a survey on all individual units to identify the units which may require leaking repairs.

We seek your assistance to observe if the following signs of defect occur at your unit. Please note that this is our **NOTICE of REMINDER** for you to submit any reports of leaking for our attention before we proceed with the major exercise for repair works.

Unit No. : _____

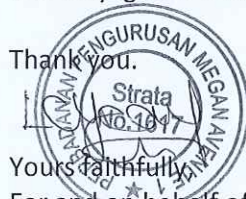
Contact Person & No. : _____

No.	Type of Defect	Leaking		Tech Team Remark
		Yes	No	
1.	Window Leaking			
2.	Watermark on Office Ceiling			
3.	Watermark on Toilet Ceiling			
4.	Damp/Watermark/Paint peeling (Wall)			
5.	Other Areas/Defects			

Kindly return to us the completed form by 24th August 2023 (Thursday) via email at ppmeganavenue1@gmail.com. Please also attach photos of your findings.

You may ignore this Notice if the submission of leaking report has been made.

Thank you.



Yours faithfully,

For and on behalf of **Perbadanan Pengurusan Megan Avenue 1**

Yeang Lai Ching

Building Manager

Managing Agent – Crest Consulting Services