



IMPORTANT NOTICE

Ref : CCS/MA1/MO/2024_NT0221_002
 Date : 21st February, 2024
 To : All Valued Owners/Tenants
 Subject : **Final Survey - Leaking Issue Within Residents Unit**

Dear Owner/Tenant,

The Management will be carrying out sealant repair work by the end of February 2024.

We seek your assistance to observe if the following signs of defect occur at your unit. For those who have not submitted any leaking report, kindly check with your staff/tenants for signs of leakage in your unit.

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			

Kindly return to us the completed form by 1st March 2024 (Friday) via email at ppmeganavenue1@gmail.com. Please also attach photos of your findings. Upon submission of report to The Management, tech team will contact you for inspection.

For more information, you may contact the Management Office at 03-2166 8868.

Thank you.



Yours faithfully,
 For and on behalf of **Perbadanan Pengurusan Megan Avenue 1**
 Management Office
 Managing Agent – Crest Consulting Services