

CLIENT BRIEF FORM

(For Stratified/Commercial/Office/Mixed Development)

PROJECT BRIEF	
1. Name of Client:	
2. Referral (if available):	
3. Please underline: Property Owner/Developer/Joint Management Body/ <u>Management Corporation</u> /Residents Association/Others, please specify:	
4. Address:	
5. Property Manager: *	
6. Developer: *	
7. The Employer: *	
8. Architect: *	
9. Civil & Structural Consultant: *	
10. Mechanical & Electrical Consultant: *	
11. Main Contractor: *	
12. No. of Storeys:	
13. No. Blocks:	
14. No. of Units:	
15. Total Floor Area:	
16. List of Common Property/Facilities:	
17. Date of Vacant Possession:	
18. Expiration Date of Defects Liability Period (DLP): *	
19. Date of Handover from Developer: *	
20. Age of Property:	
21. Value of Property:	
22. To provide copies of approved Building Plans/drawings, and relevant documents as basis for inspection and investigations. Provide photographs if available.	
23. Purpose of inspection/advisory:	
24. Please provide your List of Defects:	

STANDARD PROFESSIONAL RATES are as follows:

Personnel	Hourly Rate (RM)	Daily Rate (RM)
Professionals: Architect, Engineer	475.00 - 625.00	3,800.00 - 5,000.00
Green Building Index (GBI) Facilitator	475.00 - 625.00	3,800.00 - 5,000.00
Sub-professionals	375.00	3,000.00

* Our services **based on fixed rate** of the abovementioned Professional Scale of Fees (Rates), under the following factors:

- ✓ BU Area (Build-Up Area)
- ✓ Mandays of Inspectors (Working Days for Project Completion- based on types of inspection & reports)
- ✓ Complexity of works (accessibility, supporting plan or documents availability, etc)

Disbursements and Other Payments, payable by Client:

- Costs related to travel, accommodation, tele-communications and out-of-pocket expenses
- Costs related to prints, photographs, photocopying and colour reproductions
- 6% Government Service Tax

TERMS & CONDITIONS OF PAYMENT

Architect Centre Services are prepaid (**100% payment before start works**).

Appointment shall be made upon safe receipt of payment (allow one week in advanced for an appointment).

1. Full payment upon booking

2. 6% Government Service Tax payable
3. Cheques made payable to: **Architect Centre Sdn Bhd**

4. Direct Bank-in Details/Online Transfer
(Inter Malaysian Banks):
Malayan Banking Berhad
Account No: 5142 9913 2032
Fax the bank-in slip to **03-2202 2566**

5. Any cancellation by the Client or Architect Centre post confirmation of service order shall incur 20% administrative charge of the total fee, and other costs incurred.

6. For Government bodies, we accept LO as a mode of payment.

SERVICE BOOKING:

I/We wish to book your service for:

- **BUILDING (COMMON PROPERTY) CONDITION STATUS INSPECTION & REPORT**
- **DEFECTS INSPECTION & TECHNICAL ADVISORY**
- **OTHERS – PLS SPECIFY**
- **PRE/POST PURCHASE INSPECTION**
- **PRELIMINARY SITE ASSESSMENT & TECHNICAL ADVISORY**

Tick box

Signature : _____ Email : _____
 Name : _____ Tel : _____
 Designation : _____ Mobile : _____
 Date : _____ Fax : _____

PRELIMINARY SITE ASSESSMENT & TECHNICAL ADVISORY

Where necessary, a Site Assessment visit shall be required to assess the Clients needs including the extent of inspection and/or other services to be undertaken. A visual walkthrough review and interview will be carried out for the purpose of scoping a service proposal and quotation to the Client.

At this preliminary stage, after reviewing the issues on site with the Client, a conclusion may be arrived where Architect Centre may advise that no further inspection or advisory is required from Architect Centre, and recommended options shall be provided for issues to be resolved.

This preliminary assessment visit covers a maximum of 2 hours on site. Please list down the details of advice sought and/or building defects in the form above.

Professional Fee

Site Assessment	RM2, 500.00* <i>within Klang Valley only</i>
Plus 6% Government Tax	RM 150.00
TOTAL	<u>RM2, 650.00</u>

• BUILDING CONDITION STATUS AUDIT INSPECTION & REPORT

A Building Condition Status Report covering architectural elements, civil and structural integrity, and mechanical and electrical systems of the building. The purpose of this report is to identify and document major and minor defects for repairs, replacements and/or maintenance. The fee proposal shall be based on time-cost charge for an overall visual building condition report and scope of service determined through the Preliminary Site Assessment visit and Client's brief.

• PRELIMINARY PHASE 1 COMPLIANCE INSPECTION TO THE UNIFORM BUILDING BY-LAWS (UBBL) AND STREET, DRAINAGE AND BUILDING (AMENDMENT) ACT 1994, AND OTHER REGULATORY REQUIREMENTS OF THE RELEVANT AUTHORITIES

The fee proposal shall be based on type of property and time-cost charge for an overall visual condition and scope of service determined through the Client's brief.

• PRE-PURCHASE INSPECTION / HANDOVER INSPECTION

The fee proposal shall be based on type of property and time-cost charge for an overall visual condition and scope of service determined through the Client's brief.

• DEFECTS INSPECTION AND/OR TECHNICAL ADVISORY*

A visual inspection and technical report of specific defects and/or advisory on-site by the architect and/or engineer covering a maximum of two (2) hours of service in total (inspection and report preparation). From the outcome of the preliminary inspection, we shall advise the next necessary actions (or none) for remediations or further investigations if needed. Please list down the details of advice sought or defects if any, in the form above.

Professional Fee

Technical Advisory	RM3,800.00* <i>within Klang Valley only</i>
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** Architect Centre reserves the right to re-quote the fee depending on the nature of technical advisory to be provided and where travel is required.*

Note: Architect Centre is an independent professional service centre which provides technical advisory and reports through visual inspection and investigations based on the Clients Brief, with supporting documents to be provided by the Client. The advisory/report does not automatically bind the Inspector to any attendance in court or to appear at any enquiry conducted by any Government or Statutory Body or other private body in connection with the assignment. Architect Centre does not advocate for its Client. The Client is advised to seek legal advice directly from registered lawyers.

The Independent report shall not be used in any dispute resolution process or court litigation without the expressed permission of Architect Centre. The report is to guide the Client on recommended course of action only.