**VIEW TALAY 2A - RENOVATION PROCEDURE**

Renovation plans should be submitted in advance to the office for approval. Expected start and end dates must be included. Work cannot be started before approval is obtained. The maximum duration of any job is 20 working days. Beyond this time approval must be obtained again.

The daily fee for renovation work is 100B.

Once approval is given a deposit of 10,000B is payable to the office. Once the work is concluded the deposit will be refunded by check within 15 days, less the cost of any damage done to common areas and deducting 100B daily renovation fee.

Renovation work is only permitted between the hours of 10am and 5pm, Monday to Friday and excluding all public holidays. The months of December and January are also excluded.