



WORK PERMIT & OVERTIME

(Please write legibly and print all needed information with a black ink pen)

To: _____ Blk / Lot: _____
(Guard on Duty / Office In Charge)
Homeowner: _____ Date filed: _____

This is to authorize the Owner / Tenant _____, whose employees or contractor's personnel names are listed below, to undertake construction and/or other works.

[] Construction, Renovation, Repair, Installation
[] Aircon [] Electrical [] Carpentry [] Plumbing [] Hot Works

Others (Please Specify) _____

Area Covered Services Needed [] Maintenance [] Security [] Housekeeping

Permit is Valid From To
Date _____
Time _____

NAME OF PERSONNEL (Attach another sheet for additional names)

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Requested By: _____ Approved By: _____
(Signature over Printed Name) (Property Administrator)

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