



**Architect Centre Sdn Bhd** (805977-A)  
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## CLIENT BRIEF FORM (For RESIDENTIAL DWELLING)

FULL NAME	:	
ADDRESS	:	
BUILDING TYPE	:	Bungalow / Single Storey/Double Storey /> 2 Storeys/ Semi-Detached/Link/ Shop Lot/ Others, pls state: _____ Age: _____
Built-up area	:	_____ This service is for : My own property/At Pre-purchase/Post-purchase
TEL	:	_____ MOBILE: _____
EMAIL	:	_____ FAX: _____

**DETAILS OF ADVICE SOUGHT** – Please describe the issue(s) and/or building defects/faults and the advisory sought. Professional Fees shall be quoted based on scope of service.

- 1).....  
.....
- 2).....  
.....
- 3).....  
.....
- 4) Purpose of advisory/inspection: .....

Please provide **copies of House/ Properties plans/ drawings, and other relevant documents** as basis for inspection and investigations. Pls attach photographs if available.

Signature: .....

Date:.....

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 further professional legal opinion in details where applicable.

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.

- **PROPERTY INSPECTION REPORT “PIR”**

Visual Inspection in accordance to the Architect Centre’s standard inspection format providing a condition analysis of the building include recommendations for remedies. It is an independent report prepared on behalf of the Client for the purpose of submitting to the Developer for making good defects under defects liability claims or any other purposes. It does not include inspection of documents such as Sales & Purchase Agreement, As-built Floor Plan, Architectural Drawings and Specifications – unless service is booked for Compliance Verification Check. Where major faults are found, recommendations shall be made for a trade specialist to investigate further.

- **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 minimum 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.

- **BUILDING CONDITION INSPECTION REPORT, BCIR (STAGE 1 & 2)**

- i. **PRELIMINARY SITE ASSESSMENT (Stage 1)**

A Site Assessment visit is required to assess the Client’s needs and extent of inspection by a visual walkthrough review for the purpose of preparing a service proposal and quotation to the Client for a **Building Condition Status Inspection & Report**. 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	RM1,500.00* <i>within Klang Valley only</i>
Plus 6% Government Tax	RM 90.00
<b>TOTAL</b>	<b><u>RM1,590.00</u></b>

*Note that at this stage 1, after reviewing the case on site and 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 recommendations shall be made for resolution of issues between parties to move forward. No further proposal will be provided for **STAGE 2**.*

- **PREPARING FULL INSPECTION REPORT (Stage 2)**

A Building Condition Status Report covering a full spectrum of inspection work stages, beginning from preliminary site assessment until the completion of full inspection reports, inclusive of relevant architectural elements, civil and structural integrity, and mechanical and electrical systems, as well as fire and safety of the building (depending on the related scope of works). The purpose of this report is to identify and document major and minor defects for repairs, replacements and/or maintenance, usually for Due Diligence at Pre-purchase or under Defects Liability Period, or any other claims or court purposes (under Architect Centre’s direct consent)

The fee proposal shall be based on time-cost charge for an overall visual building condition report and scope of service determined through the Client’s Brief and/or the Preliminary Site Assessment (Stage 1) visitation.

**\* Architect Centre reserves the right to re-quote the fee depending on the nature of technical advisory to be provided and where outstation travel is required.**

**\*\* All the above mentioned are subjected to amendment by Architect Centre due to prevailing circumstances.**

**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 Facilitator	475.00 - 625.00	3,800.00 - 5,000.00
Sub-professionals	375.00	3,000.00

**TERMS & CONDITIONS OF PAYMENT:**

Architect Centre Services are **prepaid**. 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**  
**Wisma Bandar, Tingkat 11,**  
**No.18, 50100 Kuala Lumpur.**
4. Direct Bank-in Details/Online Transfer:  
**Malayan Banking Berhad**  
**Account No: 5142 9913 2032**  
Fax the bank-in slip to 03-2283 6679
5. Any cancellation by the Client or Architect Centre post confirmation of service order shall incur 20% administrative charge of the total fee, plus other out-of-pocket expenses incurred.

**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

**SERVICE BOOKING:**

**I/We wish to book your service for:**

- **PROPERTY INSPECTION REPORT, PIR**
- **DEFECTS INSPECTION / TECHNICAL ADVISORY**
- **BUILDING CONDITION INSPECTION REPORT, BCIR- STAGE 1 (PRELIMINARY SITE ASSESSMENT)**
- **BUILDING CONDITION INSPECTION REPORT, BCIR- STAGE 2 (PREPARING FULL INSPECTION REPORT)**

**Tick  
box**


1.

2.

*Two (2) Authorized signatures & Company stamp*

Name 1:

Name 2:

IC :

IC :

Designation:

Designation:

Date:

Date: