



DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)

PRACTICAL REPORT TITTLE
PROCESS OF VACANT POSSESSION

Prepared by:

NUR AINIE IZATIE BINTI NONAZAHAR

2016343969

ABSTRACT

Vacant possession is a term used in property transactions to describe situations where a property is available at settlement at an agreed time and in an acceptable vacant condition, or when the settlement process has been completed for the buyer to move in. It is often an issue when a buyer intends to use the property as a home. This report examines the vacant possession process to client. The study aims are to understand well how the vacant possession process procedure. The objectives of this report are to study about the vacant possession process, to investigate the importance of the inspection before vacant possession and to identify the types of defect. Basically, there are 2 types of defect which is major defect and minor defect. Major defect are defect that must be taking an action before vacant possession such as window broken and pipe leaking while for minor defect such as window scratch and painting works.

ACKNOWLEDGEMENT

Alhamdulillah, praise to Allah, the Most Merciful, the Most Grateful.

I would like to extend my heartfelt gratitude for the guidance, advice and help rendered throughout the period of training by the following group of amazing individuals. First and foremost, I would like to thank Mr. Yeoh Boon Lim for the opportunity given, to conduct my industrial training in his company. His team of professionals comprising of Mr.How, Mr.Lee, and Mr.Wilson, have enabled me to learn and develop my understanding, knowledge and feel of real time projects, and the theory involved in analysis of structure and civil works. And not forget, En Haziq, and Cik Siti, which also responsible towards streamlining and assessing my training by providing documents that I needed for completing my practical training report.

I would also like to thank ALL the UiTM lecturers that have taught and nurtured me in becoming a better student and person. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my training stint. To Puan Noor Sahidah Binti Samsudin, Supervising Lecturer, Encik Muhammad Naim Bin Mahyuddin Practical Training Coordinator and Dzulkarnaen Bin Ismail, Head of Department, I value the time, effort, encouragement and ideas that they have contributed towards the successful completion of my training, this report and the valuable knowledge that have been shared over the last few semesters.

Last but not least, my special thanks to my beloved parents for their sacrifices over the years.

Thank you so much.

CONTENTS	PAGE NO
Acknowledgements	i
Abstract	ii
Contents	iii
List of Tables	v
List of Figures	vi
List of Photos	vii

CHAPTER 1.0 INTRODUCTION

1.1	Introduction	1
1.2	Objectives	2
1.3	Scope of study	2
1.4	Method of study	3

CHAPTER 2.0 COMPANY BACKGROUND

2.1	Introduction of Company	4
2.2	Company Particulats	5
2.3	Organization Chart	6
2.4	List of Project	7

CHAPTER 3.0 CASE STUDY

	Introduction to Case Study	11
3.1	Introduction of Vacant possession	13
	3.1.1 Vacant Possession Process	13
3.2	Importance of the inspection before vacant possession	20
	3.2.1 To ensure the unit does not have any major defects	20
	3.2.2 The ensure the unit is completely clean	22
3..3	Types of defect	28

CHAPTER 4.0 CONCLUSION

4.1	Conclusion	36
-----	------------	----

CHAPTER 1.0

INTRODUCTION

1.1 Introduction

Vacant Possession (VP) refers to the condition of property where it is fully completed but not fit to occupy. To protect buyers interest, developers are required by law to obtain prove, a certificate by architects, which certifies that the building is ready for water and electricity connection before issuing VP. Besides that, application for Certificate of Fitness for Occupation (CFO) will need to be submitted and accepted by the state authority before developer can hand out VP of housing units. CFO similar to Temporary Occupation Permit (TOP) in Singapore, buyers can only move in after receiving CFO for the home (Aileen Han, 2013).

Under normal circumstances, a Certificate of Completion and Compliance (CCC) will be issued before Vacant Possession. The units have to undergo a series of inspections and approval by various departments and authorities before being officially approved by the Superintending Officer (SO) of a project. Once the units are ready, home buyers will be notified to take vacant possession of their units at a specified slot or schedule that have been fixed by the developer. Usually, the representative of the developer will [arrange the appointments](#) for the VP and hand over the units in batches. The presentation of keys, verification of power points, materials specification and defects inspection are the conventional process during VP (Joshua Kang, 2018).