Important Checklist Prior to the Agreement and Payment Arrangement for JS Grand Hotel

1. Utilities bill – Current Bill for TNB
2. Utilities bill – Current Bill for JBA
3. Utilities bill – Current Bill for Indah Water
4. Current Bank Status of the Demised Premises (Statement must have the payment records up to date).
5. Lift Maintenances Company Details, Service Records and Account Statement provided by the company.
6. Bills/Invoices of Item Purchased for Restaurant and the Receipt. (As we're buying over the items, we need prove if the items are purchased under JS Grand Hotel.
7. Current Status of the Directors of JS Grand Hotel (last LHDN paid receipt).
8. BOMBA License and last inspection
9. Inventory List – Each Rooms, Lobby , General Areas and Linen (Laundry)

Other detail checklist shall be done once the above has been furnished, which is vital for the hotel operation.

Prepared by : Ruben (6/5/2019)