



MOVE IN / OUT / DELIVERY APPLICATION

UNIT NO: _____

OWNER / TENANT NAME: _____

CONTACT NO.: HSE _____ OFF _____ H/P _____

MOVE IN / OUT / DELIVERY: MOVE IN MOVE OUT DELIVERY

MOVE IN / OUT/DELIVERY DATE: _____

LORRY NUMBER: _____

MOVER'S NAME & IC: _____

MOVER'S PHONE NO: _____

ITEMS: _____

DEPOSIT REFUND CONTRA INTO MANAGEMENT FUND? YES NO

1. Notification of moving in and out **MUST** be submitted to the Management Office at least THREE (3) WORKING DAYS before intended moving date(s).
2. This form and deposit also apply to all moving of bulky items within 1120 Park Avenue.
3. Tenants moving in **MUST** submit a copy of the Tenancy Agreement together with this form.
4. Tenants moving out **MUST** attach a Clearance Letter from owner together with this form before they are allowed to move their things out.
5. Deposit reimbursement will **ONLY** be done upon the applicant's request to the Management Office (by filling in the refund details at the office or by email).
6. MOVE IN/OUT/DELIVERY STRICTLY PROHIBITED OUTSIDE THE TIME AND DAYS STATED BELOW.
7. **DEPOSIT RM300.00. CASH/CHEQUE/ONLINE TRANSFER. REFUNDABLE IN FULL (WITHIN 30 WORKING DAYS BY CHEQUE) IF NO DAMAGE TO COMMON PROPERTY AND DEBRIS CLEARED (REFER OVERLEAF).**
8. Transaction need to transfer to PUBLIC BANK ACC NO.: 3187274001 (1120 PARK AVENUE JMB)

 Owner / Tenant Signature

Name:
NRIC:
Date:

ACTIVITY TIME & DAY	
Monday – Friday	9.00am – 5.00pm
Saturday	9.00am – 1.00pm
Sunday and Public Holidays	STRICTLY PROHIBITED

FOR OFFICIAL USE ONLY	
REFERENCE NUMBER: _____	
RECEIVED (NAME) BY:	_____
APPROVAL:	APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>
AUTHORISED SIGNATURE:	_____
DATE / TIME:	_____



ATTENTION ALL PURCHASER

If you are renting out your condo unit to Tenant, please request your Agent to Photostat a copy of your Unit Stamped Tenancy Agreement with details of Owner and the Tenant, to submit together with the Move in Application Form to facilitate your tenant for a smooth moving in process.

Without proper documents, your tenant's lorry will not be permitted to enter, and these documents are to be submitted to 1120 Park Avenue Management office three (3) days in advance.

ASTRO

Please be informed that **1120 Park Avenue** has been equipped with centralized Astro Dish. Therefore, residents are strictly prohibited from installing any individual **ASTRO** dish at your unit.

RUBBISH/ REFUSE DISPOSAL

The Rubbish/ Refuse Room are located at the GROUND FLOOR beside the Motorcycle Parking Bay near the Car park Entrance to the Condominium Lift. Inside the Rubbish/ Refuse Room, there are six units each capacity, 120 liter Refuse/ Rubbish Bin.

- a) Residents shall secure all refuse in non-porous polythene bags and together with any combustible substances such as paints, place the same in the designated receptacles located at the designated areas on the ground floor.
- b) All wet refuse should be thoroughly drained of any liquid and care shall be taken to prevent dripping onto the floor in the common area.
- c) Items such as sanitary towels, napkins, plastic bags, non-biodegradable material, which are likely to clog the drainage and/or basins of the apartment units.
- d) Any expenses incurred in clearing such blockage shall be borne by the resident concerned.
- e) No bulky materials or items (such as furniture, mattresses, renovation waste etc.) shall be disposed in 1120 Park Avenue compound.

PROHIBITION ON STORAGE IN COMMON AREA

- a) No person shall place, store or maintain in any corridor, hall, lobby, stair way, walkway, ground or other common area, any furniture, packages or subjects of any kind or otherwise obstruct transit through such common areas.
- b) The Property Manager reserves the right to remove such obstructions without notice to the Resident and shall not be held responsible for any damage caused to the said item(s).

The cost of such removal, if any, shall be borne by the Resident concerned.