



PERBADANAN PENGURUSAN AZELIA RESIDENCE

No. 3, Jalan PJU 9/1, Damansara Avenue
Bandar Sri Damansara, 52200, Selangor Darul Ehsan
Tel: 03-62612117 Email: azeliarésidence@gmail.com

SHIFTING IN/OUT, CONTRACTOR AND DELIVERY FORM

Name of Contractor/Company : _____
Lorry No : _____
Date : _____ to _____
Owner/Tenant Name : _____ Unit No.: _____
Tel : _____

Name of Employee	NRIC No

Please tick (√) which ever applicable.

Type of work to be carried out			
<input type="checkbox"/>	Minor renovation works	<input type="checkbox"/>	Iron grill works
<input type="checkbox"/>	Kitchen cabinet/wardrobe installation	<input type="checkbox"/>	Plumbing works
<input type="checkbox"/>	Air-Cond installation/ service	<input type="checkbox"/>	Electrical Installation/ works
<input type="checkbox"/>	Light fitting	<input type="checkbox"/>	Shifting in/out
<input type="checkbox"/>	Painting works	<input type="checkbox"/>	Delivery of furniture

Note:-

- Working Duration: Mon-Fri (9am-5pm) Sat (9am-1pm)
- Deposit Renovation/Air-Cond installation – _____
- Move in & out/Others – _____
- By Online transfer/Cheque

Check List / Contractor works / Shift in & out

	Yes	No
1) Check respective floor		
2) Check the refuse chamber		
3) Check the service lift		
4) Check lobby tiles		

- Refund of deposit can only be given after the above is completed
- If found any of the above is not complied, deposit will be deducted.

Request by:

Approved/Verified by:

Refund Received:

.....
Name :
Unit No:
Date :

.....
Admin :
Name :
Chop :

.....
Name :
Online
Cheque No.:

Amount:.....