

BAM VILLA MANAGEMENT CORPORATION

No.42, Jalan Pria, Taman Maluri, Cheras, 55100 Kuala Lumpur
Tel : 03-9200 6862 Email: bamvilla42@gmail.com

NOTIFICATION OF MOVING " IN " OR " OUT "

PARTICULARS OF APPLICANT

Name		Unit No.	
Contact No.		[] Owner	[] Tenant

PARTICULARS OF TRANSPORTER

Date		Time	
Name of Company		Lorry Registration No.	
Contact No.		NRIC / Passport	

DECLARATION

In applying for the Management Corporation's approval the Owner/Tenant and Mover's undertake to abide by and subjected to the Management Corporation's terms and conditions as follows:

1. By Laws – 2.10 (a) Notification of shifting "in" or "out" to be made on the appropriate forms, preferably 3 days before the intended moving date.
2. A refundable deposit of RM500.00 is imposed and payable to BAM Villa Management Corporation upon notification of moving. All payment is to be made at the Management Office. The Management Office reserves the right to deduct the monies from the deposit collected at its sole discretion upon confirmation and justification of damages caused to the common property during the process of the move.
3. The Management Corporation reserves the right to refuse entry to any mover, if they have not been properly or refuse to register accordingly at the Security Check Point.
4. Owner's should first inform to the Management Corporation and its office the confirmed particulars of their tenants before their tenant apply to move "in" or "out".
5. Hours is restricted to Mondays to Fridays (9.00am to 5.00pm) and Saturdays (9.00am to 1.00pm)
6. All tenants must settle all outstanding water bills or car park rental before moving out.
7. Any damages to the common area during moving "in" or "out" shall be borne by the Owners.

Items
1.
2.
3.
4.

Accept without prejudice

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Signature of Owner / Tenant

Date _____

For Office Use Only:

Date _____

Inspection Done by _____
(Security Guard)

Confirmed by _____
(Office Staff)

Amount to be deducted _____
(if any)