



BADAN PENGURUSAN BERSAMA BLOCK E PARKLANE OUG

(Reg. No. DBKL/JPPH/COB 5079)

Management Office, Level 7, Block E2 Parklane OUG Service Apartment
 No. 1 Jalan 1/152, Off Jalan Puchong, Taman OUG Parklane, 58200 Kuala Lumpur.
 Tel: 03 2710 8051
 Email: parklanep1@gmail.com

APPLICATION FOR MOVING IN / OUT & DELIVERIES

PARTICULARS OF APPLICANT							
NAME :				OWNER		TENANT	
UNIT NO :		I/C NO :					
TEL NO :		H/P NO :		EMAIL :			
DETAILS OF MOVERS							
DATE :							
TIME :	MON – FRI : 9.00AM – 5.00PM SATURDAY : 9.00AM – 1.00PM EXCEPT SUNDAY & PUBLIC HOLIDAY						
COMPANY :							
CONTACT PERSON :							
VEHICLE NO. :							
PURPOSE (<i>please specify</i>)							

In applying for The Management's approval, the Owner / tenant and mover undertake to abide by, and be subject to, The Management's term and conditions as follows:-

1. Notification of moving in / out is to be made on the appropriate forms, preferable 3 days before the intended moving date. A minimum of 24 hours' notice is mandatory for security reason.
2. Owners should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to move in.
3. **A deposit of RM250.00** is to be lodge with the Management Office upon notification of moving. The Management reserved the right to deduct a sum of money from the deposit collected, at its sole discretion, for any damages caused to the common property in the process of moving.
4. The Management reserves the right to refuse entry to any mover, if they have not been properly registered for the purpose.

***Any claim for refund of deposit must be made within 5 working days. After 5 working days the fund will refunded by cheque in within one(1) month.* (All cheques payable to : BADAN PENGURUSAN BERSAMA BLOCK E PARKLANE OUG.**

Applicant Signature:_____

Date:_____



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FOR MANAGEMENT USE ONLY

<i>FOR ODC OFFICE USE ONLY</i>	<i>REFUND OF DEPOSIT</i>
Deposit Received by:	Total Amount Refunded:
T/R No:	Claimer Name:
Cheque No: Cash RM:	Date of Refunded:
Date: _____	Date: _____
(Chop)	(Signature)

AFTER WORK COMPLETED

CHECK BY:
SATISFY / NOT SATISFY :
REMARKS OF DEDUCTIONS: