

PERBADANAN PENGURUSAN KONDOMINIUM CASA PUTERI
MANAGEMENT OFFICE, B-01-07, CASA PUTERI CONDOMINIUM, LAMAN PUTERI 1, BANDAR PUTERI, 47100
PUCHONG, SELANGOR DARUL EHSAN.
TEL: 03-8062 7459
Email: casaputeri@gmail.com

Property Managed by HSR Property Management Sdn Bhd

SHIFTING IN/OUT FORM

Type of Shifting : Shifting In Shifting Out

Applicant Category : Owner Tenant

Applicant Name : _____

NRIC/Passport No. : _____ **Vehicle Reg. No.** : _____

Unit No. : _____ **Date Application** : _____

Contact No. : (HP) _____ (O) _____

Date/Duration Shifting : _____

Delivery Items : _____

**** NOTES : For tenant, clearance letter/ authorization letter from owner / valid tenancy agreement is required**

FOR OFFICE USE - PART A - DEPOSIT RECEIVED

Payment Method : Cheque Online Banking Cash

Cheque No. : _____ **Cheque Date** : _____

Date Received : _____

Deposit Charges (RM) : _____ **Official Receipt (OR) N:** _____

Received by : _____ **Approved by** : _____
 (Admin & Customer Service) (Building Manager)

Date : _____ **Date** : _____

FOR OFFICE USE - PART B - PARTICULARS OF MOVER (to be completed by Security Dep.)

Company Name : _____

Company Registration No. : _____

Company Address : _____

Company Contact No. : (HP) _____ (O) _____

Lorry Registration No. : _____

Time In : _____ **Time Out** : _____

Name of Person In Charge : _____
(as per NRIC/Passport)

NRIC/Passport No. : _____

FOR OFFICE USE - PART C - OTHER PARTICULARS OF MOVER (to be completed by Security Dep.)

NO	NAME (as per NRIC/Passport)	NRIC/PASSPORT NO.

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PART 2: RULES AND REGULATIONS SHIFTING IN/OUT

- 1) Application of shifting in/out activities within at least **3 days in advance** prior to the commencement date of moving activities. Any outstanding due to the Management shall be fully paid before apply for the shifting in/out.
- 2) Any delivery or removal works are restricted to the following hours:-
Monday - Friday : 9.00am to 5.00pm
Saturday : 9.00am to 1.00pm
Sunday/Public Holiday : STRICTLY NOT PERMITTED
- 3) A security deposit of **RM200.00** is to be lodged with the Management Office together with submission of this form. However the Management office reserves the right to demand for higher amount of deposit.
- 4) The deposit will be refundable in full only if:-
 - a) All work waste to be disposed from site and other common areas.
 - b) No damage has been done to the common areas, lifts, fixtures and fittings.
 - c) No outstanding of all service charge and other charges.
- 5) The applicant must obtained a copy of shifting in/out form from the management upon approval obtained for shifting activities, failing which the security guards or any authorized personnel from the management reserved the right to stop shifting activities if the person unable to present the valid form issued by the Management Office. However, every person including applicant still need to register and obtain contractors/visitors pass from the security department.
- 6) For tenant, they must submit to the Management an authorization letter from the unit owner together with this application form before moving out. For moving in, the tenant must produce a copy of valid tenancy agreement & any valid document (if required) to the Management during application.
- 7) Mover is strictly not allowed to park overnight. Only loading & unloading is permitted.
- 8) The applicants shall be fully responsible for any act by the mover in whatsoever manner and shall held responsible for any damages to the common property.
- 9) The Management shall not liable in any manner whatsoever for any loss or damage to any personnel effects including valuables, fixtures and fittings belongings to the owners/residents in the course of moving activities.
- 10) All deliveries and removal must use only designated lifts and staircases so as not to cause any inconvenience to other occupants.

The Management

CONSENT BY HOST

I/We, _____ (Name as per NRIC/Passport) hereby confirm

Signature : _____

Unit No. : _____

Date : _____