

## CASA TROPICANA MANAGEMENT CORPORATION

B-5-17, BLOCK B, CASA TROPICANA, NO.5, JALAN PERSIARAN TROPICANA, TROPICANA  
GOLF & COUNTRY RESORT, PJU 3, 47410 PETALING JAYA, SELANGOR DARUL EHSAN.

Telephone : +60 (3) 7883 0982 Fax : +60 (3) 7883 0292

Email : [casatropicana@tropicancorp.com.my](mailto:casatropicana@tropicancorp.com.my)

### APPLICATION FORM

MOVING IN       MOVING OUT

APPLICANT'S PARTICULAR : <input type="checkbox"/> PARCEL OWNER <input type="checkbox"/> TENANT			
Date of Applications		Unit No.	
Name of Applicant		Date of Moving	
House Phone Number		Handphone Number	
Office Phone Number		E-mail Address	
MOVER DETAILS			
Company Name			
Person In Charge			
Office Number		Handphone Number	
Vehicle No.		E-mail Address	
PARCEL OWNER'S APPROVAL (WHEN APPLICATION BY TENANT)			
Parcel Owner's Name		Tenant's Name	
Signature		Contact Number	
<input type="checkbox"/> FORM P2 LETTING OUT OF THE PARCEL UNIT			
FOR OFFICE USE ONLY			
Name		Date	
Deposit Received	RM	Online Transfer / Cheque No	
<input type="checkbox"/> A COPY OF MOVING SCHEDULE <input type="checkbox"/> MOVING DEPOSIT (RM: .....)			
Approved by Management	Name :		Date :
Circular to Security Department	Name :		Date :

**Remarks:**\* Please refer the additional by-law for moving in/out at page 2.

Additional by-law

Move In & Move Out

(1) Management Corporation Approval

- (a) All moving in/out is subject to the prior written approval of The Management Corporation. No bulky shifts shall commence until such approval is obtained.
- (b) Service Apartment Proprietors shall inform The Management Corporation at least three (3) working days in advance (Form 12) together with submission of the following requirements to The Management Corporation for approval: -
  - (i) Settlement of all outstanding payable to Accounts of The Residences in respect of the Parcel by the relevant parties i.e. Service Apartment Proprietors, tenants or its successors/predecessors.
  - (ii) Letter of Undertaking from the Service Apartment Proprietor (if applicable).
  - (iii) A list of the name of moving company, person in charged and contact number of the company, or Service Apartment Proprietors' person in charged and their worker(s) or employees.
  - (iv) A copy of moving schedule(s).
- (c) Upon completion of all necessary requirements, The Management Corporation would require a minimum period of one (1) working day for processing/arranging Service Apartment Proprietors' moving application.
- (d) The Management Corporation reserves the right to reject any request for approval if any breach or contravene of guidelines and regulations hereof.

(2) Use of Lift/Common Property

- (a) All deliveries, moving of goods and workmen must use designated service lifts cautiously so as not to cause any inconvenience to other Service Apartment Proprietors.
- (b) The maximum load capacity of the lifts is 1360 kilograms. This capacity must be strictly observed by the contractor and his workmen.
- (c) Before carrying out deliveries or removals, or the commencement of any Works, the lifts, lift lobbies, lift corridors and walls, and the staircase and walls must be properly protected with materials approved by The Management Corporation.
- (d) The Service Apartment Proprietors shall be responsible for any damage to the lift cars caused by the moving of materials, Rubbish/debris, equipment or furniture or other personal effects caused or attributable to the Service Apartment Proprietors or their employees and/or agents shall be remedied, replaced or repaired at the sole expense of the Service Apartment Proprietors concerned.
- (e) All goods, furniture and Rubbish/debris shall not be put outside the Service Apartment Proprietors own premises during the shifting period and shall avoid any obstructing at the common corridors or any part of the Common Property. The Service Apartment Proprietors' contractors are required to strictly observe the delivery regulations and route schedules

designated by The Management Corporation or their agent. The moving company's vehicle must leave the Buildings immediately after loading/unloading operations.

- (f) Any damages to The Management Corporation's property arising from this shifting works will be made good by The Management Corporation and such expenses thereof will be charged to the Service Apartment Proprietors' account.

(3) Moving Hours

Any bulky shifts shall only take place between the hours of 9.00am to 5.00pm daily (excluding Sundays and/or public holidays in the state of Selangor Darul Ehsan), unless specifically approval in writing by The Management Corporation.

(4) Clearance & Removal of Rubbish/Debris

- (a) All passage ways must be kept clear of any obstruction. Service bays, lift lobbies, corridors and driveways used by Service Apartment Proprietors or their contractors must also be kept clean and clear of any obstruction.
- (b) The removal of debris or any unwanted furniture must be undertaken by the Service Apartment Proprietors' contractors. It must be ensured that the Rubbish/debris or unwanted furniture is actually removed from the Parcels and is not deposited in the car park, refuse chamber, staircase or any other place with in the vicinity of the Buildings or Common Property.
- (c) No rubbish/debris, goods or furniture is to be left along the common corridor outside the Parcels or Common Property during the shifting works. All Rubbish/debris or goods must be disposed of or removed daily to prevent any fire hazard.

(5) Conduct & Behaviour of Contractors

- (a) Service Apartment Proprietors shall be responsible for the conduct and behaviour of all their appointed contractors. Any damage to the Buildings and equipment caused by the moving of goods, furniture, Rubbish/debris or other personal effects caused or attributable to the Service Apartment Proprietors or their employee and/or agents shall be remedied, replaced or repaired at the sole expense of the Service Apartment Proprietors concerned. The Management Corporation reserves the right to expel from the Building any contractor found loitering/misbehaving.
- (b) No contractors or unauthorized persons are to be found hanging around in any part of the Buildings or Common Property except the relevant Parcels. If caught, the concerned will be barred from working in the Buildings in the future.
- (c) All contractors shall not cause any nuisance, noise, vibration, inconvenience or irritation of any kind to other Service Apartment Proprietors.
- (d) All contractors must ensure that their workmen do not litter, soil, deface or damage any parts of the Buildings.

(6) Security

- (a) Moving in/out of goods, furniture and Rubbish/debris removal should be confined to the loading/unloading bay or any specific location designated by The Management Corporation and transported through the designated service lifts or access routes.
- (b) The Service Apartment Proprietors and Service Apartment Proprietors' contractor shall be entirely responsible for the security of the Parcels.

- (c) The Service Apartment Proprietors are required to submit necessary particulars of their moving contractors for The Management Corporation to allow entry of authorized contractors' workmen. All moving contractors are not allowed to erect or display their own advertising boards or to distribute any advertising leaflets within any part of the Buildings.

(7) Indemnity

(a) Injury To or Death of Persons

The Service Apartment Proprietors shall be liable for and shall indemnify The Management Corporation against all expenses, liabilities, losses, claims or proceedings whatsoever arising from any statute or at common law in respect of personal injury to or the death of any personnel whatsoever arising from moving in/out of the Parcel(s).

(b) Damage to Property

The Proprietors shall be liable for and indemnify The Management Corporation against all expenses, liabilities, losses, claims or proceedings in respect of any damage to property arising from moving in/out of the Parcel(s).