



Pejabat Pengurusan Pangsapuri Selangorku @ Cendana,  
Jalan MR2/13, Taman M-Residensi 2, 48020 Rawang, Selangor  
Email: cendana.pmo@gmail.com

**NOTICE FOR MOVE IN / MOVE OUT FOR UNIT NO : \_\_\_\_\_**

I/we wish to give you my/our notice to move in to /move out of the above unit at the following date:

**1.Detail of occupier (s)**

Name (1) : \_\_\_\_\_

Name (2) : \_\_\_\_\_

Tel/HP No : \_\_\_\_\_

Status of occupier : Owner/Tenant

**2.Date Moving in/Moving Out**

Date : \_\_\_\_\_ Time : \_\_\_\_\_

**3.Details of Mover**

Company : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel/HP No : \_\_\_\_\_

Lorry Reg No : \_\_\_\_\_

## TERMS AND CONDITIONS

1. The owner/tenant to submit this form to the RSKU Cendana property management office at three (3) working days in advance for such unit moving in/moving out. The form will be submitted to security for their security control.
2. All moving in/moving out debris and other materials shall be removed and handled in a manner so not to cause damage or litter the common areas or cause inconvenience whatsoever to the resident and others.
3. The permitted time for carrying move in/move out restricted to the following hours: -  
Mondays to Friday : 9.00 am - 5.00 pm  
Saturday : 9.00 am - 1.00 pm

**No move in/move out is permitted to be carried out on Sundays & Public Holidays.**

3. A refundable deposit is required before any permitted move in/move out are carried out. The refundable deposit sum shall be RM 300.00
4. I/We agree to place a deposit of RM **300.00** (Ringgit Malaysia: Three hundred only) made payable to:  
**AmBank : ELITE PARK DEVELOPMENT SDN BHD**  
**Account no: 888 1044 3784 58**

The refund of deposit will be subjected to the developer/Management's inspection upon completion of moving in/moving out work.

5. I/We undertake to remove any move in/move out debris created and to advise the mover or, his employees (hereinafter collectively referred to as "the Contractor") to exercise due care and consideration to the common areas and private properties, failing which, the Developer/Management may deduct such reasonable sums from the deposit sum for any damage caused or debris left by the mover/owner/tenant. Should the deposit be insufficient, I/We undertake to settle the shortfall in full within three (3) days of notification from the Developer/Management.

### Authentication by Landlord

### Approved by:

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

I/C No : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>				
<b>RECEIPT OF DEPOSIT</b>				
<i>Payment Received</i>	<i>RM</i>	<i>Cash / Cheque *</i>	<i>Cheque No.</i>	
<i>Official Receipt No.</i>		<i>Date Received</i>		<i>Receipt By</i>
<b>REFUND OF DEPOSIT</b>				
<i>Amount Refunded</i>	<i>RM</i>	<i>Cheque No</i>	<i>Date Refunded</i>	
<i>Amount Withheld</i>	<i>RM</i>			
<i>Reasons for Deductions</i>				

\* Delete where not applicable