

NOTIFICATION OF MOVING IN / OUT/ DELIVERY

<i>PARTICULARS OF APPLICANT</i>			
Name		Owner / Tenant *	
Unit No.		Moving in / Moving out *	
Name of Mover			
Tel No of Mover		Lorry Registration No	
Person in Charge		NRIC / Passport No	
Move Date		Commencement Time	

<i>PARTICULARS OF WORKERS</i>		
No	Name of Worker	NRIC / Passport No

• Delete where not applicable

DECLARATION

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

1. Notification of moving in / out is to be made on the appropriate forms, preferable 7 days before the intended moving date. A minimum of 24 hours' notice is mandatory for security reason.
2. Moving in/out of household contents from the respective unit is strictly restricted to the following hours:-
 - Mondays - Fridays** : 9.00am to 5.00pm
 - Saturdays** : 9.00am to 1.00pm
 - Sundays & Public Holidays** : No works are allowed
3. A deposit of **RM500.00** is to be lodged 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. Reservations for the use of the lifts for moving purposes are to be made on the appropriate lift reservation forms.
5. The Management reserves the right to refuse entry to any mover, if they have not been properly registered for the purpose.
6. Owner should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to move in/out.
7. Other rules contained in the 'By-Laws of Concerto North Kiara' will apply.
8. Refundable deposit not claimed within 60 days shall be forfeited.

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Signature of Mover

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Company Stamp

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Signature of Owner / Tenant

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Date of Application

FOR OFFICIAL USED ONLY

RECEIPT OF DEPOSIT

Payment Received	RM	Cash / Cheque *	Cheque No.	
Official Receipt No			Receipt By	

REFUND OF DEPOSIT

Amount Received	RM	Cheque No.	
Amount Withheld	RM	Date Refunded	

Reasons for Deductions

- Delete where not applicable