



**Cristal Serin Residence Joint Management Body (MPS 96/2017)**  
**(Managed by VESTCOM Property Management.)**

please (✓) in any applicable boxes

Notification of Moving \* IN/OUT

Unit No:	Moving * <input type="checkbox"/> IN/ <input type="checkbox"/> OUT	
	Date:	Time:

**Rules & Reulations**

- 1 The owners / residents shall submit this form to the Management & obtain Written approval at least three(3) working days prior to the intended moving. The Management is also aware that moving can create a lot of trash. The owners / residents are responsible for the proper disposal of trash and the removal of large items. Any costs associated with having to remove trash or larger items will be passed on to you.
- 2 The Management records appreciation in advance for your co-operation. In the event it is a tenant, the owner has to authorise the moving by signing in the appropriate column below. During the cause of moving, the owners / residents must not create any noise which might interfere with the peaceful enjoyment of others.
- 3 Moving ought to be completed within the time frame as specified in this notification. It is most important that owners / residents plan with the mover / transporter for moving to be completed within the time frame allowed. The Management reserves the right to charge 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 / transporter, if they have not been properly for the purposes & notification has not been given to the Management. The owners / residents should keep the official Receipt for future refund. Deduction will be made if any damages or negligence found during the moving exercise.
- 5 All goods to be moved must obtain Security Clearance by showing duplicate copy of this form at the Guard House. Security personnel will inspect the goods and sign at the portion below. Only service lift can be used. Please fill in the Lift Booking Form for the purpose.
- 6 Cleaning and Damages- All common properties used during your moving must be left in the same condition as they were found and any cleaning or rectification will be at your cost. Security will conduct a pre and post moving inspection to determine any damages caused or cleaning required.

**7 Moving permitted hours:**

Mondays - Fridays	10.00 am -4.00 pm
Saturdays	10.00 am -12.00 pm

No move in/out work are allowed on sundays & gazette Public Holidays.

**8 Fees structures:**

Administrative Fee	Refundable Deposit	Total
RM50.00	RM3,000.00	RM3,050.00



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Name:				
Identity Card/ Passport No:				
Status:		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant		
Contact Details:		House No:	Office No:	Mobile No:
If you are tenant, please complete the owners information:				
Name:		Telephone No:	Lease Dates (Start / End)	
If you are owner and moving out, please provide forwarding mailing address below:				
New Address		City	Post Code	State
details of Payments:				
<input type="checkbox"/> Administrative Fee : RM 50.00		<input type="checkbox"/> Refundable Deposit : RM 3,000.00		
Payment mode : *Cash / Cheque No _____ Bank _____				
made payable to Cristal Serin Residence Joint Management Body (MF)				
Type of Goods:				
1				
2				
3				
4				
5				
Mover / Transporter Particulars :				
No	Name	NRIC / Passport No.		
1				
2				
3				
4				
5				
Total of Workers : _____				
Declaration :				
<p>We as the * owner / tenant and mover / transporter company hereby confirm that we have read this notification or had been explained to us and agree to abide by the terms and condition as stated above. We understand and agree that the refundable deposit is free of interest and will be returned upon the completion of the moving.after final inspection by the management or its authorized representative, less any sum(if any), which will be used to offset any damages or losses to any part of the Cristal Serin residence as a result of the mover/transporter's negligence or non-compliance with any term and conditions imposed and removal or any debris and rubbish not cleared by the mover/transporter.We understand that moving can be hectic and in order to help prepare for the move,we will familiarise ourselves and our mover/transporter with the terms and conditions regarding moving. Violations of these term and conditions may result in fines of RM50.00 each.</p>				

By submitting this form, we hereby agree that the management may collect, obtain, store & process our personal Data that we provide in this Form for the purpose of our application or registration as described in this Form.

We hereby give our consent to the management to:

- (a) store & process our Personal Data;
- (b) disclose our Personal Data to the relevant government authorities or third parties where require by law or for legal purposes:

for the avoidance of doubt, Personal Data includes all data defined within the Personal data protection Act 2010 including all data we had disclosed in this Form.

<b>*owner/tenant:</b>	
Signature:	
Name:	
Date:	

**Authorised by the owner(if it is relevant):**

Signature	Name	Date

**For Office Use Only**

Receipt of Administration Fees & Refundable Deposit	Refund of Refundable Deposit
Date&Time:	Inspected by (Name & Signature):
Payments: <input type="checkbox"/> Administrative Fees : (RM50.00) <input type="checkbox"/> Refundable Deposit (RM3,000.00) Total Amount: RM3,050.00 *Cash / Cheque No: _____ if Cheque, Bank details : _____ Remarks: _____	checklist: <input type="checkbox"/> Outside of the Parcel <input type="checkbox"/> Lift Area <input type="checkbox"/> Refuse Chamber <input type="checkbox"/> Loading Bay Refund Amount RM _____ Cheque No: _____ Remarks: _____

Confirmed/ Verified By:	Approved By:	Confirmed/ Verified By:	Approved By:
Authorised Signatory	Building Manager	Authorised Signatory	Building Manager
Date:	Date:	Date:	Date:

**Security Clearance**

all good to be moved out from the Cristal Serin Residence must get security clearance by showing duplicate copy of this form to the security personnel on Duty.

Authorised Signatory	
Name:	
Designation:	
Date:	