



BADAN PENGURUSAN DAMANSARA FORESTA (NO.SIRI 0373)

Management Office, Block A, Level 6, Damansara Foresta,
 Persiaran Meranti, Bandar Sri Damansara PJU 9,
 52200 Kuala Lumpur. Tel : 03-6279 0302
 Email: foresta.office@gmail.com

MOVING IN / OUT FORM

PERMITTED TIME

MONDAY – FRIDAY: 9.00AM – 5.00PM

SATURDAY: 9.00AM – 1.00PM

SUNDAY & PUBLIC HOLIDAY: STRICTLY NOT ALLOWED

MOVING IN <input type="checkbox"/>	MOVING OUT <input type="checkbox"/>
Name :	Owner
	Tenant
Unit No. :	House / Mobile Tel. No. :
Mover / Delivery Comp Name :	Mover Vehicle No. :
Person In Charge :	I.C. No. :
Contact Tel. No. :	Start Time / Date :
Move Date :	Finish Time / Date :

TERMS AND CONDITIONS

1. Owners/Tenants shall inform the Management at least three (3) working days in advance of moving-in or out of the unit.
2. A refundable security deposit of **RM500.00** is payable to the **BADAN PENGURUSAN BERSAMA DAMANSARA FORESTA** prior to moving-in or moving-out.
3. Please submit the Tenancy Agreement & Resident Record Form (in the case of Tenant moving in) or Owner's Clearance Letter (in the case of Tenant moving out) failing which, the Management reserves the absolute right and discretion to stop any activity of moving in or out.
4. The Management reserves the right to deduct any necessary sums of money from the said deposit to defray the cost of administration, cleaning up, repairs, replacement and / or making good of any damages to the common property caused by the movers in the course of moving-in / moving-out, delivery or disposal of the bulky items.
5. Any damage to common property due to the course of such moving-in or moving-out shall be borne by the owner.

I hereby agree to abide by the Rules and procedures terms & conditions as set out in this application.

.....
Name :

Date :

FOR MANAGEMENT OFFICE USE ONLY

Payment Received : <input type="checkbox"/> Cash <input type="checkbox"/> Cheque No. / Bank : _____ Amount (RM) : _____ Receipt No. Issued : _____ Date : _____ Approval : <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Approved by : Signature : _____ Name : _____ Remarks : _____ _____ _____
--	---

Owner / Tenant (1st Copy), Management Office (2nd Copy), Security (3rd Copy) – upon clearance by the Management Office for commencement of moving in/out and delivery or disposal, copy to be pasted on the unit entrance door.