



Management Office, Basement 1, Sungai Buloh Sentral, Jln Welfare, Kampung Baru Sungai Buloh Seksyen U19,
40160 Shah Alam, Selangor Darul Ehsan.
Office Tel: 03-6412 2808 Email: helpdesk.dsarasentral@gmail.com

 **APPLICATION FORM (MOVE IN OUT)**

(Shall apply within 2 working days before move-in/out scheduled)

Date : _____
 Name of Applicant : _____
 Unit No. : _____
 Contact No. : _____
 Purpose : _____

1. I /We, wish to request for permission for "Moving In/Out" on _____(Date).
2. A refundable deposit payment of **RM500.00** shall be made before moving in/out.
3. The owner, tenant or their appointed contractor has to unload their goods at the designated loading/unloading area. Unloading at the main entrance is strictly **prohibited**.
4. Disposal of bulk waste at refuse rooms or anywhere in the common area is strictly **prohibited**.

I/We, understand the house rules, and Management enforces rules and regulations and agree to abide by them. I/We will undertake to provide total protection to the public, common area, shared facilities, etc before, during and after the bulk move in/out. I/We will be held responsible for reinstatement cost to damage of any common property area, shared services, removal of debris or left-over waster material due to cause of my contractor or (and) me/us. Management authorized to charge and bill me/us for such damages and service cost on the removal of left-over waste material/debris. Management has the full right to deduct the deposit and impose a penalty to me/us for any non-compliance.

Particulars of Contractor

Name of Company : _____
 Company Address : _____
 Contractor Name : _____
 Contractor Contact No. : (O) _____ (H/P) _____
 Vehicle Registration No. : _____

 Signature of Applicant

===== OFFICE USE ONLY =====

Deposit Collected (RM)		Cash / Cheque / IBFT No.	
Date Received		Official Receipt No.	
Verified by		Approved by	
Remarks			



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MOVE-IN/OUT PROCEDURE

Monday – Friday 9.00 am to 5.00 pm / Saturday 9.00 am to 1.00 pm / Sunday & Public Holiday Not Allowed.

- a) Moving-in and moving-out are restricted to during Working Hours. Moving-in notice or moving-out notice must be given to the administration office at least **2 calendar days** before the proposed date.
- b) The Purchaser or its contractor has to unload their goods at the designated loading/unloading area. **Unloading at the main entrance is strictly prohibited.**
- c) **Only goods or service lifts** should be used for transporting goods under the supervision of the building security and within the approved hours only. The Purchaser shall be held responsible for any damages to the lift caused by the movers and shall bear all costs incurred to make good such repairs. Such usage of good or service lift when moving-in or moving-out is only allowed with at least 2 calendar days prior notice is given to the administration office. Before the use of the goods or service lift for transportation of household furniture, the Purchaser and/or the contractor must attach or place a layer of the approved protective sheet covering the tiled floor along the common corridor at all times. The Purchaser must ensure the surfaces of the interior of the lift are properly protected against scratches and damages.
- d) The Purchaser shall also be held responsible for making good of **any damages to the Building** arising from moving goods into or out of the Building.
- e) The Purchaser must ensure that the **common areas and common properties are protected** while moving or shifting heavy items or furniture, etc.
- f) The Purchaser undertakes that the **common areas and common property shall not be damaged** in the course of such moving or shifting and the Purchaser shall be solely and fully responsible for the cost and expenses to repair and make good any damage which may cause in the process of moving or shifting.
- g) The Purchaser is required to place a deposit of **RM500.00** before any bulk deliveries or removal can be permitted. The deposit will be refunded free of interest subject to deductions for any cost incurred to remedy any damage caused to the common area or common property.
- h) **Not cause damage or deface to any part of the Building and common areas** while moving any furniture or equipment, and shall repair and make good or to pay to the Developer the cost of making good of such damage or defacement. The moving of heavy items into/out of the housing accommodation and/or the Building is subject to the applicable rules and regulations.