

De Tropicana Management Corporation

(No. Buku Daftar Strata: 2088)

Jalan 2/116B, Kuchai Entrepreneurs' Park, 58200 Kuala Lumpur

Tel No.: 03 7980 1486, Fax. No: 03 7981 7469, Management Office: detropmgt@gmail.com

Date Apply:

Deposit: RM 300.00

Application for : Owner / Tenant / Contractors / Other .....

Application for SHIFTING IN / SHIFTING OUT (DELIVERY IN / DELIVERY OUT)

I / We ..... NRIC.....

Unit no ..... wish to **SHIFT IN** ( ) **SHIFT OUT** ( )

Shifting date..... Time ..... am/pm

Contact Number (1) ..... (2) .....

I / We hereby agree to abide by the in-house rules and regulations as follows:

a) Shifting works are restricted to the following hours:

Monday – Friday : 9.00 am – 5.00pm

Saturday : 9.00am – 12.30pm

Sunday & Public Holiday : **NO SHIFTING ALLOWED**

b) Occupants / contractors are not allowed to throw any items in the **REFUSE CHAMBER**.

c) The deposit shall be utilized if there any damage caused during the shifting. Should this amount be insufficient to undertake these works, we shall forward to you our claims for the additional costs for your immediate settlement.

d) The deposit will be refunded to the occupants, after the Management has inspected the area, within one (1) working day.

Thank you,

Your sincerely,

.....  
Occupant's Signature  
Date:

.....  
Deposit Received By  
Date:

.....  
Refund Received By  
Date: