

SHIFTING IN FORM

OWNER

TENANT

Application Date: **Unit No. DG**

Resident Name: **Mobile No.**.....

Permitted Hours for Shifted In:

Monday - Friday	9.00 a.m. to 5.00 p.m.	Full lorry shifted in is closed at 4.00 p.m.
Saturday	9.00 a.m. to 1.00 p.m.	Full lorry shifted in is closed at 12.00 p.m.
Sunday/Public Holiday	<u>Strictly Not Allowed</u> including shifted IN/OUT from same block to different level or shifted IN/OUT from different Block.	

Shifted In Information

Shifted In Date	Time	Lorry Plate No	Company Name	Shifted In Item

Terms & Conditions

- 1) Application must be submitted to The Management office minimum *three (3)* working days prior to shifting date for our arrangement. The management reserves the right to *refuse* entry to any late or unregistered mover(s)/lorry.
- 2) The Resident must clear the rubbish or keep inside the unit compound. *NO* large/bulky items should be left or thrown outside or inside the rubbish room located near the lift lobby. All unwanted items must be disposed at resident own cost. Common Area shall be kept clean & clear at all time.
- 3) The Management will not responsibility for any damaged, missing items or injury or whatsoever kinds arising during shifting period.
- 4) If found not comply to the Terms & Conditions will be fined with **penalty of RM200** without prior notice.

I/ We hereby agreed that I/We are bound by the Rules & Regulations and fully understand I/We liable for the breach of any Terms & Conditions above and shall fully indemnify The Management for any loss, damages, claims or whatsoever incurred due to my and /or our movers' acts omission and / or negligence in relation to the shifting works.

Applicant's Signature :

For Office Use Only

Security Guard Name :

Office Staff Name :

Date :

The Management Chop :

SHIFTING OUT FORM

OWNER TENANT

Application Date : **Unit No. DG**

Resident Name: **Mobile No.**.....

Owner Approved by Email/Approved Letter Call (Owner's contact).....

Permitted Hours for Shifted Out:

Monday - Friday	9.00 a.m. to 5.00 p.m.	Full lorry shifted out is closed at 4.00 p.m.
Saturday	9.00 a.m. to 1.00 p.m.	Full lorry shifted out is closed at 12.00 p.m.
Sunday/Public Holiday	<u>Strictly Not Allowed</u> including shifted IN/OUT from same block to different level or shifted IN/OUT from different Block.	

Shifted Out Information

Shifted Out Date	Time	Lorry Plate No	Company Name	Shifted Out Item

Terms & Conditions

- 1) Application must be submitted to The Management office minimum *three (3)* working days prior to shifting date for our arrangement. The management reserves the right to *refuse* entry to any late or unregistered mover(s)/lorry.
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Applicant's Signature :

For Office Use Only

Security Guard Name :

Office Staff Name :

Date :

The Management Chop : DGJMB/SV/ F002