



Desaminium Rimba Joint Management Body
 Taman Desaminium Jalan Rimba
 43300 Seri Kembangan, Selangor Darul Ehsan
 Tel : 03- 8945 2050 Fax : 03 8942 1545
 E-mail : jmb_rimba@yahoo.com



MOVING IN/OUT/DELIVERY APPLICATION FORM

DATE _____

MOVING IN MOVING OUT DELIVERY TAKE OUT OF GOODS

APPLICATION DATA

Name of owner/Tenant (must be authorised) _____

Unit No _____ Tel No. (H) _____ H/P _____

Email Address _____

APPOINTED CONTRACTOR/COMPANY DATA

Name of Company _____ Person in charge _____

Designation _____ Tel No. (0) _____ (HP) _____

Vehicle Registration No _____ Date _____ Time _____

Type Of Contents _____

(House goods, Furniture, Air conditioner, Kithchen appliances, etc)

TERM AND CONDITION

In applying for approval, the owner/tenant and contractor/ Mover undertake to abide by and be subjected to the following term and conditions :-

The owner/Tenant is required to apply for a written consent from the management to move in /Out/Delivery of contents at least 5 days in advance.

1. The owner/tenant must place a Refundable deposit Refundable deposit RM250.00 before moving in/out/ delivery
2. Kindly collect deposit within 48 hours after moving in/out completed. If not, management will bank in and owner/tenant had to wait a month to get their deposit by cheque.
3. Tenant is required to seek written consent from owner to move out.
4. A list of contents, where possible, should be attached to this application for security check purposes.
5. The appointed contractor must be accompanied by the applicant or his/her nominated person in charged at all times
5. Moving in/out/delivery of household contents from the respective unit is strictly restricted to the following hours

Monday - Friday 9.00 am - 5.00 pm
 Saturday 9.00 am - 1.00 pm
 Sunday & Public Holiday NOT ALLOWED

6. The owner or tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any others residents
7. Mover's vehicles, containers and / or contents must not obstruct other vehicles and residents when carrying out their functions/activities. They are not allowed to park their vehicle within the building during the night, holiday and festive seasons.
8. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the management.
9. Upon the completion of the works, the applicant shall inform the management, its agents or servant for a joint inspection of the related lift lobbies/common.
10. In the event that any debris is not cleared, and /or any of common property is found damaged, the management reserves the right to remove such debris and/or conduct all necessary repairs respectively. The cost of such removal or repair works shall paid by the respective unit owner.
11. Other rules contained in the "House Rules of Desaminium Rimba" will apply.

I, the the undersigned, confirm that i have read and fully understood the terms and conditions herein and shall comply with the above accordingly :-

Signature of owner/authorised Tenant _____ Date _____

Name _____ NRIC/Passport No : _____

FOR OFFICE USE ONLY		Approved by _____	
		Date _____	
RECEIPT OF DEPOSIT			
Payment Received	RM _____	Cash/Cheque	_____
Official Receipt No	_____	Date received	_____
		Cheque No	_____
		Receipt by	_____
REFUND OF DEPOSIT			
Amount Refunded	RM _____	Cheque No	_____
Amount Withheld	RM _____	Date Refunded	_____
Reason for Deduction :- _____			

Approved / Disapproved

DESAMINIUM RIMBA JOINT MANAGEMENT BODY
 Management Office
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 Selangor Darul Ehsan
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 E-mail: jmb_rimba@yahoo.com

Authorized Signature _____ Date _____

Name _____ Designation _____

Work Complete _____ Condition Common Area _____

Inspection by _____