

MOVING IN/ OUT APPLICATION FORM

Date: _____

MOVING IN

MOVING OUT

APPLICANT DATA

Name of owner / Tenant (must be authorised) _____

Unit No. _____ Tel No. (H) _____ (HP) _____

Email Address _____

APPOINTED CONTRACTOR / COMPANY DATA

Name of company _____ Person in charge _____

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

Vehicle Registration No. _____ Date _____ Time _____

Type of Contents _____

(Household goods, furniture, air conditioner, kitchen appliances, etc)

TERMS AND CONDITIONS

In applying for approval, the owner / tenant and contractor / mover undertake to abide by and be subjected to the following **Terms and Conditions (T&C)**:

1. The owner / tenant is required to apply for a written consent from The Management to move in / out of contents at least two weeks in advance.
2. The owner/tenants must place a refundable RM **500.00** before moving in/out.
3. Kindly collect deposit within **the same day** after moving in/out completed. If not, Management will bank in and owner/tenant had to wait (1) month to get their deposit by Cheque.
4. Tenant is required to seek written consent from owner to move out.
5. A list of contents, where possible, should be attached to this application for security check purposes.
6. The appointed contractor must be accompanied by the applicant or his / her nominated person in charged at all times.
7. Moving in / out of household contents from the respective unit is strictly restricted to the following hours:-
 - **Monday – Friday** : **9.00am – 5.00pm**
 - **Saturday** : **9.00am – 1.00pm**
 - **Sunday & Public Holiday** : **Strictly NOT ALLOWED**
8. Only service lift shall be designated by the management for the transit of contents. Other lifts cannot be used unless with the written permission from the management.



MANAGED BY HENRY BUTCHER MALAYSIA (MONT KIARA) SDN. BHD.

Management Office, 05-01, Residensi Manjalara Timur,

No.20, Jalan 7A/62A,

Bandar Manjalara 52200 Kuala Lumpur.

Tel: 03-9770 5950 Email: eastparcmanagement@gmail.com

- 9. The owner or tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents.
- 10. 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 vehicles within the building during the night, holiday and festive seasons.
- 11. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the management.
- 12. 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.
- 13. In the event that any debris is not cleared, and / or any of the 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.
- 14. Other rules contained in the 'House Rules of East Parc' will apply.

I, 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 MANAGEMENT OFFICE USE ONLY

Approved / Disapproved

Authorized Signature _____ Date _____

Authorized Signature

Name: _____

Designation _____

Work completed

Inspection by

Condition Common Area
