

COSMOPOLITAN AVENUE SDN BHD

Management Office, Basement 2-1, Empire City Damansara, Jalan Damansara,
Damansara Perdana, PJU 8, 47820 Petaling Jaya, Selangor
Tel: 03-7665 1225, 03-7665 1226 Email: mo.empirecity@gmail.com

MOVING PERMIT – SHIFT IN /OUT

Name : _____
Unit Number : _____
Owner/Tenant : _____
Contact Number : _____
Delivery Date : _____

Documents Required

(Please Tick):

- ☐ Application Form
- ☐ Owner – Copy NRIC
- ☐ Company – Copy SSM
- ☐ Tenant – Copy NRIC
- ☐ Owner Consent / Authorized by email
- ☐ Deposit RM 300.00

RULES AND REGULATIONS

- Application approval subject to **Zero Outstanding**.
- Owner/Tenant can claim refund deposit after security inspection done within 1 Months.
- Only 1 tonne lorry and the height are less than 2.1 meter is allowed.
- Any damage or rubbish left at the Common Area will be penalized at RM 200 per-incident.
- Consent / Authorized email must be provided by owner only.

ITEMS IN OR OUT / PERSONNELS FORM

ITEMS TO BRING IN / OUT			
NO	ITEMS (DESCRIPTION)	QTY	REMARKS
1			
2			
3			
4			
5			
6			

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Owner/Tenant Signature

Date:

Delivery and removal works are restricted to the following hours: -

Monday-Friday : 9.00am to 5.00pm

Saturday : 1.00pm

Sunday & Public Holiday : Not allowed

For Management Purpose Only

Verified by:	Approved by:	Refund release by:
Signature: Name: Date:	Signature: Name: Date:	Signature: Name: Date:
Security checked by:	Refund received by:	Collect by:
Signature: Name: Date:	Signature: Name: Date:	Signature: Name: Date: