

EMPIRE DAMANSARA JOINT MANAGEMENT BODY

**NOTICE OF SHIFTING IN / OUT**

House Rules: 2.04 (b) page 19; in order to maintain proper scheduling and monitoring, the Occupier shall inform the Management at least three (3) working days in advance.

Block : SOHO 1 / SOHO 2 / STUDIO Property No. : \_\_\_\_\_  
BLOCK C / BLOCK D / BLOCK B Block / Floor / Unit

Date Move-In / Out : \_\_\_\_\_ Day Move-In / Out : \_\_\_\_\_

House Rules;2.04(c) page 19; shall be confined between 0900 am to 0500 pm (Monday to Friday), no shifting on Saturday, Sunday, and Public Holidays unless approved by the Management but overtime charge of RM 200 shall be imposed for activities after normal office hours.

Name of Occupier : \_\_\_\_\_ ( Owner / Tenant/ Lessee )

Identification No. : \_\_\_\_\_ Country of Origin : \_\_\_\_\_  
My Card / Passport No. Attached copy of id card or passport Applicable for Expatriate

Office Address : \_\_\_\_\_  
 : \_\_\_\_\_  
Attached business card

Contact No. : \_\_\_\_\_ E-mel address : \_\_\_\_\_  
Mobile no.

No. of Adults : \_\_\_\_\_ No. of Children : \_\_\_\_\_  
Inclusive maid

Name	Sex	Age	Relationship

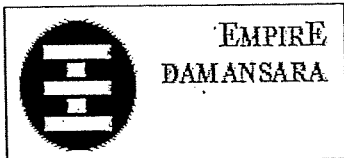
Name of Professional Movers : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Declaration of Large Moveable Item (mattress, sofa, cabinets, safe box etc.)

No.	Description	No. of unit

House Rules;2.04(e) page 19; a refundable deposit of RM 1,000 shall be imposed with a non-refundable admin charge of RM 100 for the use of protected lift, in the event that there are lift repairs arising from such use, the cost of repair shall be borne by the said Occupier.

House Rules Copy Yes / No \_\_\_\_\_ Access Card Given Yes / No \_\_\_\_\_  
 Tenant to obtain from property owner \_\_\_\_\_ Access Card Serial No. \_\_\_\_\_  
Upon Shifting Out must be returned to Property Owner, Access Card shall be barred immediately upon expiry of tenancy



**EMPIRE  
DAMANSARA**

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Term of Tenancy : \_\_\_\_\_ Expire of Tenancy : \_\_\_\_\_

*House Rules;2.16 (b),page 26; every owner to notify management within fourteen (14) days from date of confirmation of tenancy and shall furnish the details of tenancy to the Management*

*A copy of full set of Tenancy Agreement is mandatory*

Name of Owner Agent : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Agent Company : \_\_\_\_\_

*House Rules;2.15 (d),page 26; the appointed licensed agent or authorized representative shall be registered with the Management by the Owner*

**OCCUPIER ACKNOWLEDGEMENT**

I hereby declare and acknowledge that above information given are obsolete truth and current. I shall observe, comply and be bound by all the covenants, undertaking, conditions, and obligations contained in the House Rules and Building By-Laws as being regulated to me by the Management.

Name: : \_\_\_\_\_

Mykad / Passport No. : \_\_\_\_\_

Date : \_\_\_\_\_

**APPROVAL**

Approved By : (Building Manager / Executive)

Tenancy Agreement Yes / No

ID Copy Yes / No

Date : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Data Updated into system

Filling

**CIRCULATION**

OCCUPIER	SECURITY	MANAGEMENT
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