

BUILDING : FRASER TOWERS MANAGEMENT CORPORATION

To : All Residents
 From : FRASER TOWERS JMB
 RE : SHIFTING IN / OUT OF RESIDENT

Any resident, who wish to move or shift his/her belonging and furniture into/out of his/her respective unit is required to fill up the form below. This is to facilitate our records and the monitoring of the movement of such assets moving in or out the premises so as to enhance the security of your home. The deposit shall be used to repair any damage(s) to the common property caused during the process of shifting by the resident, his/her, moving Contractor. If the cost of repair is more than the deposit, the resident shall pay the difference on demand. However if the amount is less, a refund will be made of the outstanding balance.

Your co-operation on this matter is sought and appreciated.

Thank you.

[Please Fill Up the Section Below and (√) Where Required]

Moving In/Out Date : IN OUT DD-MM-YYYY
 (Please refer to Page 2 Section 3.0 for the Shifting in/out Rule)

Floor / Unit No :

Name : OWNER TENANT

Lorry Registration No. :

Driver's Name & IC :
 (including manpower)

Time In : Time Out :

Deposit Payable : RM300.00 (Payable to Management Office in cash form)

Owner's Telephone Nos. : Office Home/HP

Tenant's Telephone Nos. : Office Home/HP

E-Mail Address : OWNER TENANT

Return Resident/Access Card : Resident Card No. :
 Access Card No. :

Signature of : OWNER TENANT

Approval from P.M.O Head

Name : _____

Name : _____

I.C No : _____

I.C No : _____

Date : DD-MM-YYYY

Date : DD-MM-YYYY

SHIFTING IN / OUT RULES FOR FRASER TOWERS

- 1.0 Residents / Tenants must give at least 24 hours notice to Management of the plan to shift in or out of Fraser Towers.
- 2.0 Residents / Tenants shall provide a "transfer of resident" deposit of RM 300.00 to the Management before shifting is Permitted. The deposit shall be used to repair any damage to common property caused during the process of shifting by the resident / tenant, his/her moving Contractor. If the cost of repair is more than the deposit, the resident shall pay the difference on demand. However if the amount is less, a refund will be made of the outstanding balance.
- 3.0 Shifting in or out shall be carried out **ONLY between 9.00a.m to 5.00p.m on weekdays, and 9.00a.m to 3.00p.m on Saturdays & Sundays.** Shifting in or out is **NOT ALLOWED on Public Holidays.**
- 4.0 Residents shall ensure that all discarded personal items, furniture, and/or refuse of any kind are cleared directed from their parcel to their movers' vehicles. These items shall not be left along corridors, garbage room(s) or any other part of the common areas.
- 5.0 If these items (Rule 4) are left in the common areas, they will be removed by the Management and cost of such removal will be deducted from the transfer of residence deposit.
- 6.0 No container trailer or any other commercial vehicle(s) shall be parked overnight within the compound of Fraser Towers.