

GALLERIA JOINT BODY MANAGEMENT

Management Office, 4th Floor, Taman Equine, Jalan Putra Permai 2,
43300 Seri Kembangan, Selangor Darul Ehsan.
Email: galleriaepgmt@gmail.com

GALLERIA
EQUINE PARK

MOVING IN & OUT APPLICATION FORM

Date :	Owner <input type="checkbox"/> Tenant <input type="checkbox"/>
Unit no :	Moving in <input type="checkbox"/> Moving Out <input type="checkbox"/>
Name :	Deposit : RM500.00 CASH / Cheque No. _____
Mobile no :	Email :
Item description : _____ _____	

Moving in/out date :

Time :

Company Name :

Company contact no :

Company address :

Vehicle Registration no :

Person in Charge (name): (contact no):

- This form is to be submitted to the Management Office at least three(3) days in advance before actual moving in/out.
- Tenants must obtain Owner's approval before submitting in this form.
- I/We understand and agree that we will be responsible for any damages or losses to any part of the parcel or common area/property as a result of my/our Contractor's negligence or non-compliance with any terms and conditions imposed, and removing of any shiftment debris and rubbish not cleared by the Contractor.
- I/We hereby indemnify your company from all losses, damages, costs, expenses, penalties, proceedings, claims and other liabilities whatsoever which may be :-
 - Brought, claimed, issued or assessed against your company or any of your property.
 - And payable, suffered or incurred by you, as a result of arising from or in connection with by reason of any breach of the clauses of the House Rules.
- All contract works, deliveries of furniture and bulky items shall take place on Mondays to Fridays (9:00 am to 5:00 pm) and Saturday (9:00am to 1:00pm) only or such other time as the Management may specifically allow.

OWNERS / TENANTS CONSENT	FOR MANAGEMENT OFFICE USE
Name: _____ NRIC No: _____ Date: _____	Approved by: _____ Name: _____ Position: Building Manager Date: _____

DEPOSIT REFUND	
Refund Requisition Amount : RM 500.00 Received by : _____ on _____	Inspection by : _____ on _____ Any Damage : Yes / No Cleanliness : Yes / No Approved by : _____ on _____