

GCB Court Management Corporation

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MOVEMENT NOTICE

Name:		Unit No:	Owner / Tenant
Tel No:		Email ID:	
Date of Movement:		Moving in <input type="text"/>	Moving out <input type="text"/>
Terms & Condition: 1. Moving Application must be submitted to the management office for processing three (3) working days in advance. 2. Movers must only use service lift No.3 for carrying items in or out. 3. Owners are to be responsible for their movers. GCB Management has the right to claim any cost for repairs to common property or lift from the Owner / Resident. 4. A refundable cash security deposit of RM500.00 is required for moving out only. 5. Moving in/out on Saturday is strictly until 1.00pm only. A cash refundable deposit of RM150.00 is required for moving in on Saturday. 6. If moving in/out on a Saturday is not completed by 1.00pm, a fine of RM50.00 per hour shall be imposed for every hour after 1.00pm and shall be deducted against the deposit or charged to the units maintenance account. 7. The security deposit is refundable less any cost/expenses that may be incurred to repair or to make good any damages and/or remove any debris, rubbish during the moving exercise.			
Moving Hours : 1.Monday to Friday 9.00AM to 5.00PM 2.Saturday 9.00AM to 1.00PM (Deposit RM150 for moving in) 3.Sunday & Public Holidays Strictly Not Allowed			
Moving Company's information: Company Name : _____ Contact person: _____ Tel No: _____			
Resident's Signature:	Attended by:	Remarks:	
_____	_____		
Name:	Name:		
Date:	Date:		
OFFICE USE ONLY			
Deposit Received: RM <input type="text"/> Cash/ Cheque No: _____ Date:	1.Inspection satisfactory / unsatisfactory 2.Refund recommended / not recommended Reason:	I hereby acknowledge receipt of the deposit refund RM <input type="text"/> Cash / Cheque No: _____ Name : Date:	