



JMB GREEN PARK RESIDENCE SERDANG (Reg No 0373/2018)
 Management Office JMB Green Park Residence Serdang
 2nd Floor Club House, Jalan Green Park Residence
 43000 Kajang, Selangor Darul Ehsan
 Email : greenparkserdang@gmail.com
 Tel No : 03-89407165

APPLICATION FOR MOVING IN / OUT

Application Date		Moving Date & Time	
Name		Vehicle Registration No	
Contact No		Type of Vehicle (i.e Lorry)	
Unit No		Owner/Tenant/Other	

1. Deposit: RM 250.00 Cheque deposit is required and will be refunded upon inspection by the representative of management office.
2. Notification: Owner need to notify the management office at least two (2) working days before actual date of bulk delivery moving in / out.

Please tick (✓) on the box & list down the items / furniture to be moved in/out.

MOVING IN MOVING OUT

LIST OF ITEMS FOR MOVING IN / OUT					
1)		3)		5)	
2)		4)		6)	

1. Abide by House Rules at all times.
2. Time allowed for bulk deliveries/moving activities: -
Monday – Friday: 09:30 am – 04:30 pm
Saturday: 09:30 am – 12:30 pm
Sunday & Public Holiday: STRICTLY NOT ALLOWED
3. Ensure all loading and unloading activities are confined to the designated areas for such purpose.
4. Ensure all deliveries/moving activities and workmen should use only the designated lift with protection and staircase so as not inconvenience the residents.
5. Ensure that heavy, large and bulky furniture and item via lift shall not exceed weight 600 kg at any one time.
6. Owner/resident shall be fully responsible for the dumping and removing of all unwanted materials, debris and similar waste by his delivery men and/or workmen and such items should not be left in the corridor, lift lobbies, fire escape staircase or any other part of the building and common property. Otherwise, they will be removed and the cost of removing the same shall be charged to the Owner/Resident. If such cost is not settle immediately on demand, then it becomes a debt due without dispute from the owner to the Management. If the offender of such act cannot establish, then all the owners of the units involved in such bulk deliveries or house moving activities at that time, shall be charged equally as debt due without dispute from the owners to the Management.
7. The deposit will be refunded, free from interest, and subject to compliance with all the conditions stated herein including those on the application from and to all claims by the Management for damage caused to the common property within fourteen (14) working days from request for refund. In the event of the moving in/out deposit being insufficient to meet the Management’s claim, the said deposit and the amount so claimed by the Management, the said deposit shall be forfeited if any the By-Laws and conditions stated herein including those on the application form are not complied with. Any unsettled Management’s claim will be recovered as a debt due from the parcel owner.

OWNER’S APPROVAL

Tenant’s Signature

 Name:
 NRIC/Passport No:
 Contact No:

 Name:
 NRIC/Passport No:
 Contact No:

FOR OFFICE USE ONLY

Deposit	:	RM	Date Refund	:	
Cash/Cheque	:		Cash/Cheque	:	
Cheque No	:		Amount	:	
Date	:		Name	:	
Applicant’s Signature		Processed By:			
_____		_____	Signature	:	
		Management Office			
		Green Park Residence			

FOR SECURITY USE ONLY

Delivery Details	:		Lorry No	:	
Name/Company	:		Date	:	
I.C License No	:		Time	:	
Remarks	:				