



**PERBADANAN PENGURUSAN
KONDOMINIUM INDAH ALAM (122/2023)**

NO.4, Jalan Jubli Perak 22/1, Seksyen 22,
40400 Shah Alam, Selangor Darul Ehsan.
Tel: 012-361 4299 Email: indahalam.mc2023@gmail.com

MOVE IN/OUT, DELIVERY OR DISPOSAL NOTIFICATION FORM

PERMITTED TIME ALLOWED		MONDAY – FRIDAY: 9:00 AM – 5:00 PM SATURDAY : 9:00 AM – 1:00 PM SUNDAY & PUBLIC HOLIDAY : NOT PERMITTED		
NAME		OWNER	MOVING IN	DELIVERY
		TENANT	MOVING OUT	DISPOSAL
UNIT NO		PHONE NO		
MOVER / DELIVERY COMPANY NAME			MOVER VEHICLE PLAT NO	
PERSON IN-CHARGES			PIC CONTACT NO	
MOVE DATE		START TIME-FINISH TIME		
ITEM OF DELIVERY / OUT / IN				

Declaration

I/We the above named wish to request for permission for the above upon the terms and conditions stated in the Deed of Mutual Covenants and / or House Rules which I/We have read and understood and which I/We undertake to abide by. I/We also agree to pay the security deposit amounting to RM300.00 by way of cheque/cash/online transfer (5622 7261 0891 Maybank) made to the management Office prior to moving works, delivery or disposal of bulky items. The payment by cheque should be made in favor of "Badan Pengurusan Bersama Indah Alam"

To avoid any inconvenience, moving works, delivery or disposal of bulky items is restricted to during Monday to Friday from 9:00 am to 5:00 pm and Saturdays 9:00 am to 1.00 pm only. No moving works, delivery or disposal of bulky items are permitted during Sunday and Public Holidays.

Further to the above all relevant matters will be referred to the House Rule, clause No.7.

The management reserves the right to deduct any necessary sums of money from the said deposit to defray the cost of administration, cleaning up, repairs, replacement and/ or making any damages to the common property cause by the movers in the course of moving works, delivery or disposal of the bulky items. The management will release the security deposit within 30 days from the date of approval. In order to facilitate the refund of the security deposit.

I/We understand and agree that in the event that I/We fail to observe or comply with the House Rules and/or Deed of Mutual Covenants, The Management shall be entitled to,

- Stop the moving works, delivery or disposal of the bulky items and/or
- Deny our agents/workmen/movers/employees entry and/or
- Deduct the security deposit and if the amount exceeds the security deposit, I/We shall be liable to pay the outstanding sum of the claims against us.



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I/We hereby indemnify and keep indemnify "Badan Pengurusan Bersama Indah Alam" and the managing agent against any of all claim, proceedings, costs, damages, losses, fines, penalties and charges whatsoever and howsoever arising from my/our moving works, delivery or disposal of the bulky items. I/We or my agent/ workerman/movers/employees fail to comply with the Deed of Mutual Covenants and House Rules.

RENT FOR ROROBIN RM 250 (1 DAY) - YES NO

APPLICANT'S SIGNATURE	FOR OFFICE USE ONLY	
	RECEIVED BY	
NAME:	DEPOSIT (RM)	
NRIC/PASSPORT:	DATE APPROVAL	
DATE:	NAME	
REFUND		
REFUND (RM):		
SIGNATURE:		
DATE:		