

**ZII – NOTIFICATION OF MOVING IN / MOVING OUT**

Unit No | \_\_\_\_\_ Date of Move IN / OUT | \_\_\_\_\_

**Owner's Details**  Owner  Tenant

Name | \_\_\_\_\_ NRIC | \_\_\_\_\_

Handphone | \_\_\_\_\_ Email | \_\_\_\_\_

**Transporter's Details**

Company's Name | \_\_\_\_\_ No of Workers | \_\_\_\_\_

Person in Charge | \_\_\_\_\_ NRIC | \_\_\_\_\_

Handphone | \_\_\_\_\_ Vehicle No | \_\_\_\_\_

**IMPORTANT**

1. The Management reserves the right to refuse entry to any mover if requisite notice has not been given to the Management.
2. The moving IN / OUT is only allowed from 9am to 5pm (Mondays to Fridays) and 9am to 1pm (Saturdays)
3. For moving IN / OUT on Sundays and Public Holidays, prior approval must be given by the Management.
4. The Owner / Tenant shall be liable for all costs incurred to repair, replace or restore damage or destruction of common property caused by your agent(s).

Move IN/OUT deposit |  RM300.00 |  Cash |  \*Cheque No:  
Payable to **JMB - Zenith**

\_\_\_\_\_  
Owner's / Tenant's Signature  
Date

\_\_\_\_\_  
Transporter's Signature  
Date

**FOR OFFICE USE ONLY**

Attended by Front Desk Date	Approved by BM Date	Security in attendance Date
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**DEPOSIT of RM300.00**

Received by	Approved by
Refunded to	
Signature Date:	