

K RESIDENCE

FORM A/1 – NOTIFICATION OF MOVING IN / OUT FORM (TO BE COMPLETED BY MOVER)

PARTICULARS OF APPLICANT			
Name			Owner / Tenant
Apartment No.			Moving in / Moving out
Name of Mover			
Tel. No. of Mover		Lorry Registration No.	
Person In Charge		NRIC / Passport No.	
Moving Date		Commencement Time	

PARTICULARS OF WORKERS		
No.	Names of Worker	NRIC / Passport No.
1.		
2.		
3.		
4.		
5.		
6.		
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18.		
19.		
20.		

**BADAN PENGURUSAN BERSAMA
AVENUE K DAN K RESIDENCE (JMB 965/2018)**

MKT / SEPT 10 / V2

K RESIDENCE

DECLARATION

In applying for the Management's approval, the Resident and Mover undertake to abide by and be subjected to the Management's terms and conditions as follows :-

1. Notification of moving in/out is to be made on the appropriate forms, preferably 7 days before the intended moving date. A minimum of 24 hours notice is mandatory for security reasons.
2. A deposit of RM1000.00 is to be lodged with the Management Office upon notification of moving. The Management reserves the right to deduct a sum of money from the deposit collected at its sole discretion for any damages caused to the common property in the process of moving.
3. Cheque should be crossed and made payable to "Badan Pengurusan Bersama" and write the unit no. on the reverse side of your cheque. **Badan Pengurusan Bersama Avenue K Dan K Residence**
4. The Management reserves the right to refuse entry to any mover if they have not been properly registered for the purpose.
5. The Resident should first issue a letter to the Management confirming the particulars of their tenants before their tenants can arrange to move in/out.
6. The service lift is to be used for all incoming and outgoing goods. It is to be noted that the lift dimension are 1.9m (W) x 1.5m (D) x 3.3m (H).

.....
Signature of Mover
Company Stamp

.....
Date

.....
Signature of Resident

.....
Date

FOR OFFICIAL USE ONLY				
RECEIPT OF DEPOSIT				
Payment Received	RM	Cash / Cheque	Cheque No.	
Official Receipt No.			Received by	
REFUND OF DEPOSIT				
Amount Refunded			Cheque No.	
Amount Withheld			Date Refunded	
Reasons for Deduction				
Remarks				

BADAN PENGURUSAN BERSAMA
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