

Document Ref	KVMIO002	Effective Date	28.08.2017
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Management Office, Kanvas,  
Aspire Tower, First Floor,  
Jalan Teknokrat 6,  
63000 Cyberjaya,  
Selangor Darul Ehsan.  
Tel: 03-83222082  
Email: kanvas.pmc@gmail.com

Ref No. : \_\_\_\_\_

#### **NOTICE TO MOVE IN / MOVE OUT \***

Name : \_\_\_\_\_

Unit No.. : \_\_\_\_\_ Tel No. : \_\_\_\_\_

Status of Occupier : Owner / Tenant

\* Delete Where Not Applicable

I Wish to give my notice to move in to / move out of \* the above Unit at the following date :

#### **1.0 Date of Moving In / Moving Out \***

Date / Time : \_\_\_\_\_

#### **2.0 Details of Mover**

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Person in Charge : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Vehicle No. : \_\_\_\_\_

PARTICULARS OF WORKERS		
No.	Name of Worker	NRIC / Passport No.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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### 3.0 Move In/Move Out Deposit

In accordance with the terms and conditions set by the Management, I/We hereby agree and undertake to furnish a refundable Move In / Move Out Deposit of **RM500.00 (Ringgit Malaysia: Five Hundred Only)**. All payment is made payable to Management account under "**Badan Pengurusan Bersama Kanvas SOHO**". Or bank in to CIMB Bank Islamic Berhad No: 8603559401 and forward us your bank in slip to kanvas.pmc@gmail.com.

### 4.0 Terms and Condition

- Notification of moving in/out is to be made on the appropriate form, preferably 7 days before the intended moving date. A minimum of 24 hours notice is mandatory for security reasons.
- The permitted hours for Move In / Move Out / Delivery of goods / appliances / furniture are from **9.00am to 5.00pm (Monday to Friday), 9.00am to 1.00pm (Saturday). No move in/out or delivery shall be carried out Sundays and Public Holidays.**
- The management reserves the right to charge at its sole discretion, for any damages caused to the common property in the process of moving.
- The management reserves the right to refuse entry to any mover, if they have not been properly registered for the purposes.
- Owner should first issue a letter to the Management confirming the particulars of their tenants before their tenants can arrange to move in/out.

### 5.0 Authentication

I/We confirm that I/We have read the above or had the above explained to me/us, hereby apply for the car/motorcycle stickers, and agree to abide the above terms and condition for season parking

**Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_

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#### FOR OFFICE USE

Date & Time received : \_\_\_\_\_

Received by : \_\_\_\_\_

Remarks : \_\_\_\_\_

\_\_\_\_\_