

NOTIFICATION OF MOVING IN/OUT

PARTICULARS OF APPLICANT

| | | | |
|---|--|--------------------------|--------------------|
| Moving in / Moving out* | | | Proprietor/Tenant* |
| Name | | I/C No. | |
| Unit No. | | | |
| Tel No. | | | |
| Confirmation from Owner (Tel. / Walk-In / letter) | | | |
| Name of Mover | | Contact Person: | |
| I/C No. of Mover | | Lorry Registration No | |
| Move In/Out Date | | Time | |

DECLARATION

In applying for the Management's approval, the proprietor / tenant undertake to abide by, and be subject to, the Management's terms and conditions as follows:-

1. Notification of moving in/out is to be made on the appropriate forms, at least 3 days before the intended moving date. A minimum of 24 hours' notice is mandatory for security reason.
2. A deposit of **RM200.00** is to be lodged with the Management Office upon notification of moving. The Management reserved 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. Reservation for the use of the lifts for moving purposes are to be made at the Management Office. Only lift No.3 (Bomba lift) is allowed to be used for the moving in/out process
4. The Management reserves the right to refuse entry to any mover, if they have not been properly registered for the purpose.
5. Proprietors should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to move in.
6. Moving in/out restricted to following hours:

Monday to Friday: 9.00 a.m. – 5.00 p.m.
Saturday : 9.00 a.m – 1.00 p.m
(Sunday & Public Holidays: No moving in/moving out allowed)

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Signature of Proprietor/Tenant
Date :

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Signature of Building Manager
Date :