



KITA IMPIAN

On behalf: Seloka Sinaran Sdn Bhd - 200201015568 (583231-D)
 Pejabat Pengurusan Kita Impian, P-08-01, Pangsapuri Kita Impian,
 Persiaran Cybersouth Perdana, Cybersouth, 43800, Dengkil Selangor D.E
 Contact No: 010-912 2192 Email: pmkitaimpian@gmail.com

MOVING IN/ OUT APPLICATION FORM

This form must be filled up and to be submitted to the Management Office for approval at least **forty eight (48) hours** in advance before moving in/ out.

APPLICANT'S PARTICULARS

Unit No. : Status : Owner / Tenant
 Name :
 Tel No. (H) : Tel No. (HP) :
 Date :

TERMS AND CONDITIONS

1. Tenant is required to seek written consent from Owner to move out. A copy of the written consent must be submitted to the Management Office for reference.
2. Owner/Tenant is required to complete a permit application form and pay a minimum deposit (amount which will be determined by the Management) before such permit can be issued.
3. Owner/Tenant shall be held responsible for the making good of any damages to the building arising from moving of goods into or out of the building.
4. Moving in/ out of household contents from the respective unit is strictly restricted to the following hours:-
 - Monday- Friday : 9.00 am to 5.00 pm
 - Saturday : 9.00 am to 1.00 pm
 - Sunday /Public holiday: Not Works Allowed
5. The owner or tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents.
6. Owner/Tenant is advised to use only designated lifts for transporting of goods under the supervision of the building security. Owner/Tenant shall be held responsible for any damage to the lifts caused by the movers and shall bear the costs incurred for such repair.
7. Mover's vehicles, containers and/ or contents must not obstruct other vehicles and residents.
8. Residents who are moving out shall return all Vehicle proximity Access card to the Management office in good condition. If they are damaged, lost, stolen, or missing, a replacement cost will be charge accordingly.
9. All the other rules and regulations stated in the House Rules shall comply.

MOVING IN/ OUT DETAILS

Description : Moving In/ Moving Out (Household goods, furniture, kitchen appliances, etc)
 Date of Moving In/ Out :
 Time of Moving In/ Out :
 Vehicle No :



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WORKER'S PARTICULARS

No	Name of Worker (s)	I/C or Passport No	Remarks
1			
2			
3			
4			
5			

DECLARATION

I/ We hereby agree to abide by all the above stipulated terms and conditions and also agree that the deposit is subject to retention, to the extent of which will be decided by the Management Office, should I fail to adhere or comply with the terms and conditions.

Owner's Signature:

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Name :

Date :

FOR OFFICE USE ONLY

Acknowledgement of Moving in/out And Receipt of Payment

Deposit/ Administration Fees :

Cash/ Cheque No. :

Receipt No. :

Received By/ Date :

Approved By:

Common Area Inspected by: (after completion of moving in/out)

.....

Name :

Date :

.....

Name :

Date :

Refund of Deposit (Cash/ Cheque No. _____)

Refund Amount :

Date :

Receive By :

Signature :

Remark :