



BADAN PENGURUSAN BERSAMA LAKEVILLE RESIDENCE

The Management Office
No 68, Jalan SibU, Taman Wahyu, 68100 Batu Caves,
Federal Territory of Kuala Lumpur
Tel: 03-27819891 03-27819892 Email: lakeville.mo@gmail.com

APPLICATION – MOVING IN / OUT

Applicant:				(Owner/Tenant)
Unit No.:				
Contact No.:	(office)	(mobile)	(email)	

Description		Refundable Deposit (RM)	Date	Time
Move In	<input type="checkbox"/>	300.00		
Move Out	<input type="checkbox"/>	300.00		
Bulky items Delivery	<input type="checkbox"/>	300.00		
Single item Delivery	<input type="checkbox"/>	-		

Delivery Company/Movers	Person to Contact	Contact No.	Remarks

	Signature	Name	Date
Applicant			

For Management Office

Mode of Payment:			
Issuance Bank and Cheque No.:			
Amount Received (RM):			
Official Receipt No.:			

DATE:	ISSUED/RECEIVED BY ADMIN:	SIGNATURE:	REMARKS:
DATE:	VERIFIED BY (BE):		
DATE:	APPROVED BY AM/BM:		
DATE:	HANDED CASH TO AE/BM:		

Terms & Conditions:

1. Application form to be submitted to the Management Office at least one (1) working day prior to the delivery or removal.
2. Applicant shall be not bringing to Parcel any heavy machinery or plant or equipment or goods with an imposed load in excess of **1.5KN** for all floors without the prior consent from the Management.
3. Heavy or bulky objects must not be discarded at the main refuse chamber or any refuse room or any part of the common property; and shall be removed from the building by the parcel owner at his own cost and expense. Heavy or bulky items include inter alia household furniture and furnishing (e.g., cabinets, cartons, Styrofoam, carpets, etc.), electrical appliances, equipment and other large items. In the event any such bulky item is found to have been improperly disposed by a parcel owner in the manner stated herein, the management body may remove and dispose of the same as it deems fit whereupon all such costs of removal and disposal shall be a sum due and payable by the parcel owner to the management body.
4. Delivery/removal time are as follow:
Monday to Friday: 9.00 am to 5.00 pm
Saturday : 9.00 am to am to 1.00 pm
Sunday & Public Holiday Not Allowed
5. The Applicant shall be liable for all damages caused by his/her appointed mover. Should there be any damage to the common property during the moving activities, the Applicants to bear the cost for any necessary repair; and such cost to be deducted from the deposit withheld.
6. All payment should made payable to **BADAN PENGURUSAN BERSAMA LAKEVILLE RESIDENCE (AMBANK): 8881036527832**

	Signature	Name	Date
Applicant			