



JMB Landmark Residence 1 / Management Office MPKJ 0404/2019

A-11 Pejabat Pengurusan, Jalan Landmark Residences

Bandar Sungai Long, 43000 Kajang, Selangor Darul Ehsan

Contact No.: (+60) 3-8690 4660 / Email: landmark1office@gmail.com

APPLICATION TO MOVE IN/MOVE OUT/BULK DELIVERIES FORM

Date:		Unit No:	
Name as in NRIC:		Status of Occupier:	Owner/Tenant
IC No./Passport No.:		Contact No.:	
Email Address:			

I, as the owner/on behalf of the owner of the above unit, would like to apply to Move In/Move Out/arrange Bulk Deliveries on the following date(s):

1.0 Date of Moving In/Moving Out/Bulk Deliveries *

Date & Time : _____

Items Moved In/Out/
Bulk Deliveries : _____

2.0 Details of Mover/Bulk Deliveries *

Company : _____

Address : _____

Person in Charge : _____

Contact No. : _____

Vehicle No. : _____

3.0 Terms and Conditions

a. The Application to Move In/Move Out/Bulk Deliveries Form must be completed and returned to the Management Office together with a Security Deposit (refundable), preferably **seven (7) days** before the intended moving date. **A minimum of 24 hours notice is mandatory for security reasons.**

b. Owner/Tenant should only move in/out or arrange Bulk Deliveries during office hours as follows:

Mondays – Fridays : 9.00 am to 5.00 pm

Saturdays : 9.00 am to 1.00 pm

Moving in/out or Bulk Deliveries on Sundays and Public holidays is strictly NOT allowed.

c. The Management reserves the right to charge at its sole discretion, for any damages caused to the common property in the process of moving/delivery.

d. The Management reserves the right to refuse entry to any movers if they have not been properly registered for the purposes.

e. A copy of IC or passport **must be** attached during the application for non-owners.

* Strike off where not applicable



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Refundable Deposit

In accordance with the Terms and Conditions stated in the Additional By-Laws, I/We hereby agree and undertake to furnish a refundable Deposit of **RM200.00 (Ringgit Malaysia: Two Hundred only)** for Move in/Move out or Bulk Deliveries procedure.

I/We understand and agree that the deposit is refundable free of interest upon the completion of the work and the final inspection by the Management or its authorized representative, less any sum (if any), which will be used to offset any damage or loss to any part of the building or common area/property as a result of the Contractor's negligence or non-compliance with any terms and conditions imposed, and removing any debris and rubbish not cleared by the Contractor.

The Management may take up to 30 days to process the refund.

4.0 Acknowledgement

I/We confirm that I/We have read the above or had the above explained to me/us, hereby apply for the Move In/Move Out/Bulk Deliveries and shall abide by the above Terms and Conditions.

Signature : _____ **Date** : _____

Name : _____ **IC/Passport No.:** _____

MANAGEMENT OFFICE USE ONLY

Received by

Signature : _____

Name : _____

Date : _____

Deposit Amount : RM200.00 (refundable)

Payment Mode : IBG Transfer Cash

Credit/Debit Card E-Wallet (TnG/Boost)

IBG Ref : _____

Date : _____

* Strike off where not applicable



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SECURITY CLEARANCE

All goods Moved in/Moved out or Bulk Deliveries to/from the Unit have obtained the following security guard's clearance:

Signature : _____
Name of Guard : _____
Date : _____
Remarks (if any) : _____

ACKNOWLEDGEMENT OF REFUND PAYMENT

I/We hereby confirmed receipt of the deposit refunded in form of a cheque payment:

Cheque No. : _____
Date : _____
Recipient's Signature : _____
Name as in NRIC : _____
IC/Passport No. : _____