



PERBADANAN PENGURUSAN LE YUAN RESIDENCE
MANAGEMENT OFFICE (Registration No.: 20193213),
Upper Ground, Le Yuan Residence,
No.8, Jalan Selesaria, Taman Gembira, 58200 Kuala Lumpur
Tel : 013-2062939 Email : leyuanresidence.mgtcorp@gmail.com

NOTIFICATION OF MOVING IN / OUT

PARTICULARS OF APPLICANT			
Name			Owner / Tenant *
Unit No.			Moving In / Moving Out *
Contact No.			
PARTICULARS OF MOVER			
Name of Mover			
Tel No. of Mover		Lorry Registration No.	
Person-in-Charge		NRIC / Passport No.	
Move Date		Commencement Time	

PARTICULARS OF WORKERS		
No	Name of Worker	NRIC / Passport No

Rules & Regulations

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

- Notification of moving in / out is to be made on the appropriate forms, preferable 7 days before the intended moving date. A minimum of 24 hours' notice is mandatory for security reason.*
- Moving in/out of household contents from the respective unit is strictly restricted to the following hours:-*

Mondays - Fridays	: 9.00am to 5.00pm
Saturdays	: 9.00am to 1.00pm
Sundays & Public Holidays	: No moving are allowed

3. A deposit of **RM500.00** 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.
4. Common area shall be kept clean & clear at all time.
5. Reservations for the use of the lifts for moving purposes are to be made on the appropriate lift reservation forms.
6. The Management reserves the right to refuse entry to any mover, if they have not been properly registered for the purpose.
7. Owner should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to move in/out.
8. Other rules contained in the 'By-Laws of Le Yuan Residence' will apply.
9. Refundable deposit not claimed within 60 days shall be forfeited.

I/We hereby agreed that I/We are bound by the Rules & Regulation and fully understand that I/we are liable for the breach of any terms & condition above; and shall fully indemnify The Management for any loss, damage, claims or whatsoever incurred due to my and/or our movers' acts omission and/or negligence in relation to the shifting works.

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Signature of Mover

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Company Stamp

.....
Signature of Owner / Tenant

.....
Date of Application

FOR OFFICIAL USED ONLY				
RECEIPT OF DEPOSIT				
Payment Received	RM	Cash / Cheque *	Cheque No.	
Official Receipt No			Receipt By	
REFUND OF DEPOSIT				
Amount Received	RM		Cheque No.	
Amount Withheld	RM		Date Refunded	
Reasons for Deductions				

• Delete where not applicable

FOR SECURITY ONLY

Acknowledged by:
Signature _____

Name: _____

Date: _____