



NOTICE TO MOVE IN / MOVE OUT AND DELIVERY FORM

Status : Owner / Tenant

Name : _____

Unit's No.: _____

NRIC No : _____

Contact No.: _____

I/We wish to give you my notice to Move in / Move Out/Delivery of the above unit at the following date:

1. Date of Moving-In / Moving-Out / Delivery:

Date: _____ to _____

Time: _____ to _____

2. Details of the Mover:

Company: _____

Address: _____

Contact Person: _____

Tel No: _____

H/P: _____

Vehicle Reg. No: _____

3. Details of Items: _____

4. Moving-In / Moving-Out Delivery hour:

Mondays to Fridays : 10:30 am – 5.00 pm

Saturday : 10:30 am – 1:00 pm

Sunday and Public Holidays : NOT ALLOWED

5. Moving Security Deposit

In accordance with the Moving Procedures, I / We hereby agree to pay a refundable Moving Security Deposit of **RM 200.00** (Ringgit Malaysia: Two Hundred only) via cash / Cheque No. _____ made payable to **BADAN PENGURUSAN BERSAMA MAXIM CITYLIGHTS**.

We will deduct **RM 100.00** of security deposit if Move-in / Move-Out and delivery take place less with **2 days (48 hours)**

*Payment by Credit Card/Debit Card will be charged 3% of bank charges.



I / We understand and agree that the security deposit is refundable free of interest upon confirmation that there are no damages to the lifts or common properties or breach of the Occupier liabilities or the damage and/or breach above has been made good or such repairs have been carried out and paid for. If the damage is more than the Deposit, I/we undertake to pay the balance of the said damage cost.

6. Security Clearance

All goods to be moved in / moved out to / from the housing compound must obtain security clearance by showing a duplicate copy of this form to the security guard on duty.

*Every deposit received will take **30 days** to proceed the **refund**.

Please keep the **Original Official Receipt & bring your **IC / Passport** for future refund.*

Owner/Tenant/Shop

Signature: _____
Name: _____
NRIC No: _____
Date: _____

<u>OFFICE USE</u> Received By: Name: _____ Date: _____ Signature: _____
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ACKNOWLEDGEMENT

I, hereby acknowledge receipt of the sum of RM _____ via Cash / Cheque No. _____ being the Moving Security Deposit (Cheque No _____) and that shall have no further claim whatsoever to **BADAN PENGURUSAN BERSAMA MAXIM CITYLIGHTS** on the said deposit.

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Name: _____
NRIC: _____
Date: _____

<u>OFFICE USE</u> Acknowledged By: Name: _____ Date: _____ Signature: _____
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