



PERBADANAN PENGURUSAN HOTEL DAN MENARA GENO

Management Office, Level 4M, Menara Geno, Jalan Subang Mas, Taman Subang Mas, 47620, Subang Jaya, Selangor
Telephone No: +603-8601 3935. Email Address: genosovo@gmail.com
Property managed by Izrin & Tan Properties Sdn. Bhd.

MOVING IN

MOVING OUT

APPLICANT DATA

Name _____ * Owner/Tenant

Unit No _____ Tel No. _____ E-mail _____

Confirmation from Owner (Telephone, Walk-In/Letter/E-mail)

Name of Mover _____ NRIC/Passport No of Mover _____

Tel No _____ Vehicle Registration No _____

Move In/Move Out Date _____ Time _____

Type of contents _____

(Household goods, furniture, air conditioner, kitchen appliances, etc.)

TERMS AND CONDITIONS

In applying for approval, the owner/tenant and contractor/mover undertake to abide by and be subject to the following Terms and Conditions (T&C):

1. Notification of moving in/out is to be made on the appropriate forms, at least 3 days before the intended moving date. A minimum of 24 hours' notice is mandatory for security reason.
2. A deposit of **RM500.00** (preferably by cash/cheque) is to be lodged with the Management 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.
3. Kindly collect the deposit after moving in/out completed. If not, Management will bank in and owner/ tenant had to wait a month to get their deposit by cheque.
4. Only service lift shall be designated by the management for the transit of contents. Other lifts cannot be used unless with the written permission from the management.
5. The management reserves the right to refuse entry to any mover, if they have not been properly registered for the purposes.
6. The owner/tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents.
7. Moving in/out restricted to following hours:
 - Monday to Friday : 9.00am-5.00pm
 - Saturday : 9.00am-1.00pm
 - Sunday & Public Holiday : Strictly NO moving in and moving out are allowed

I, the undersigned, confirm that I have read and fully understood the terms and conditions herein and shall comply with the above accordingly:

Signature of owner/tenant

Signature of Management

Date: _____

Date: _____