

MENARA UOA BANGSAR MANAGEMENT CORPORATION

Appointed Property Manager: Henry Butcher Malaysia (Mont Kiara) Sdn Bhd

LG 1, Menara UOA Bangsar,
No. 5, Jalan Bangsar Utama 1,
59000 Kuala Lumpur



Appointed Property Manager

Tel no: 03 2283 6388 Email: uoabangsar.mk@henrybutchermk.com

MOVING IN / OUT APPLICATION FORM

The Management Company shall be informed in writing **at least 3 days in advance** of any move in or out of the Building/Development or Unit involving a mover or large items in order to maintain proper scheduling and monitoring. No person shall use the lifts for the moving in or removal of furniture or large or bulky items without the prior written permission from the Management Company.

Unit No.: _____

Date Apply: _____

MOVING IN / OUT DETAILS

Moving Date & Time : _____

Person in charge : _____

Contact No. : _____

Appointed Contractor : _____

Contact Person (s) & Mobile No. : _____

Type & Registration No. of Vehicle : _____

Description of Goods To Be Moved :

<u>No.</u>	<u>Goods</u>	<u>Quantity</u>
1		
2		
3		
4		
5		

* Please attach separate list if description of goods exceeds space limit.

MOVING IN / OUT RULES

1. All moves shall be carried out only during the hours permitted by the Management Company which are:

Monday to Saturday - From 9.00 a.m. to 10.00 p.m.
Sunday and Public Holiday - Not permitted

2. Tenant is required to seek written consent from owner to shift out.

3. The Owner/Tenant shall ensure that the Common Areas and/or Common Property are not damaged in any manner in the course of such shifting. In the event that any debris is not cleared, and/ or any of the common property is found damaged, the management reserves the right to remove such debris and/ or conduct all

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necessary repairs respectively. The cost of such removal or repair works shall be paid by the respective unit owner.

4. The maximum load for the service lifts/lifts shall not exceed 1,600 kg and dimension of the goods shall not exceed 2,387 mm x 1,092 mm at any one time/load. 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 weight of the goods transport vehicle/lorry shall not exceed 1 ton and its height shall not exceed 2.1 m.
6. A list of contents, where possible, should be attached to this application for security check purposes.
7. The appointed contractor must be accompanied by the applicant or his / her nominated person in charge at all times. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the management.
8. The Management Company may at its absolute discretion subject all goods from the Building/Development/Unit to a check by and may refuse entry / exit of the goods.
9. Upon the completion of the works, the applicant shall inform the management, its agents or servant for a joint inspection of the related lift lobbies / common.
10. The Management Company reserves the right to amend, alter, vary or change any or all of these rules from time to time and at any time as it deems fit, necessary or expedient without any notice or reference to the Owner/Tenant and shall not be held liable in any manner whatsoever and howsoever in respect of any claim whatsoever including but not limited to negligence, damages, fires, thefts, accidents, etc.
11. These Rules are not comprehensive and the Owner/Tenant should refer to the Management Company for clarification.

OWNER'S / TENANT'S OBLIGATIONS

The Owner/Tenant hereby confirm(s) that he/they have read the "Moving In / Out Rules" stated herein and the House Rules and Regulations and shall abide and comply with them as well as all instructions, orders, directives given by the Management Company in respect of thereof.

The Owner/Tenant shall be responsible for all or any damage or injury to any part of the Common Area or Common Property or persons caused by them or their family members, lessees, visitors, licensees, guests, employees, servants, agents and any persons permitted or authorized or deemed to be permitted or authorized by the Owner, Tenant or Management Company to enter, use or occupy the Building/Development/Unit or parts thereof and shall indemnify and keep the Management Company indemnified against all losses, damages, claims, cost and expenses brought or arising from any action or proceedings in relation to the Unit and in determining liability, the Management Company shall have the absolute right, in the absence of clear proof, to determine the Owner's liability based on the Management Company's assessment.

Tenant's Signature:

Owner's Signature:

Name:

Date:

Company rubber stamp

Name:

Date:

Company rubber stamp

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FOR OFFICE USE ONLY

ADMIN CHARGE (NON- REFUNDABLE)

Payment Receive	RM	Cash / Cheque	Cheque No.	
Official Receipt No.	Date Received	Received by		

SHIFTING IN / OUT DEPOSIT (REFUNDABLE)

Amount Refunded	RM	Cheque No	
Amount Withheld	RM	Date Refunded	
Reasons for Deductions			

FIRST INSPECTION (DATE:)

Area	Remarks
Front Staircase	
Lift lobby	
Back Staircase	
Others	
Inspection by: (Management Staff)	Person In charged : (Owner/ Tenant/ Contractor)

FINAL INSPECTION (DATE:)

Area	Remarks
Front Staircase	
Lift lobby	
Back Staircase	
Others	
Inspection by: (Management Staff)	Person In charged: (Owner/ Tenant/ Contractor)