

METROPOLITAN SQ

APPLICATION OF SHIFT IN/OUT

**** Outstanding balance has to be settled before approval granted ****

New Tenant is required to submit a copy of Tenancy Agreement to Management Office before move in.

Unit No :	Shift In / Out Date :	Time :
Name (Owner / Tenant) :		
IC/Passport No :	Contact No :	
Transport Registration No :	(Car / Lorry)	
Driver's Name :	IC/Passport No :	

Deposit of Shift In / Out (Cash Only)	RM200 : 1 item (easy carry), bag, luggage or boxes (less than 5)
	RM500 : Fully shift in/out
Permitted Hours For Shift In/Out	Monday – Friday : 9.00am – 5.00pm
	Saturday : 9.00am – 1.00pm
	Sunday / Public Holiday : Not Allowed

Items Move In/Out	4.
1.	5.
2.	6.
3.	7.

Terms & Conditions

1. No Shift In/Out is allowed beyond the permitted hours or a penalty of RM200 will be imposed against non-compliant without further notice.
2. The Management does not assume any responsibility or liability for any matter arising dispute between landlord and tenant.
3. The Management reserved the rights to withhold/forfeit the deposit for any non-compliance.
4. A penalty of RM200 will be charged for throwing rubbish in common property.
5. If there is no loss or damage to the common property, deposit paid by cash will be refunded on the same day during office hours. Any request of refund deposit after the day of shift in/out, refund cheque will be processed in 30 days.

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Signature of Applicant

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Date

~ ~ ~ For Office Use Only ~ ~ ~

Receipt No :	RM	
Deposit Received by :	Remarks :	Security In Charge :
..... Name :	 Name :
Date :		Date :