



MOVING IN/OUT APPLICATION FORM

Date: _____

MOVER'S DETAILS:

Name of Mover: _____ NRIC No: _____

Company Name: _____ Designation: _____

Tel No: (O) _____ (H) _____ (H/P) _____

Unit No: _____

Description of Work: _____

Duration Date: From _____ to _____

Name list of workers:

NO	NAME	NRIC No.	Vehicle no.
1.			
2.			
3.			
4.			

Terms & Conditions:

- The Owners/Residents are required to submit the application form together with a **refundable security deposit of RM300** to Perbadanan Pengurusan MKH Boulevard II at least three (3) business days in advance for such moving including moving by professional movers.
- Moving in/out shall be carried out during the following hours only:
Monday – Friday : 9.00am – 5.00pm
Saturday : 9:00am- 1:00pm
Sunday and Public Holiday : NOT ALLOWED
- The Owners/Residents or its contractor must unload their goods at the designated loading/unloading area. Unloading at the main entrance is strictly prohibited.
- Only goods or service lift should be used for transporting good under the supervision of the building security personnel and within the approved hours only. The Resident(s) shall be held responsible for any damages to the lift caused by the movers, and shall bear all costs incurred to make good such repairs. Such usage of goods or service lift when moving-in or moving-out is only allowed with at least 3 business days' prior notice is given to the Management Office. Prior to the use of the goods or service lift for transportation of household furniture, the Resident(s) and/or the contractor must attach or place a layer of approved protective sheet covering the tiled floor along the common corridor at all times. The Resident(s) must ensure the surfaces of the interior of lift are properly protected against scratches and damages.
- All movers and their workmen must report at the security room to obtain identification cards, which must be worn at all times.

I, _____ hereby understand and will abide to above mentioned terms and conditions.

Signature: _____

Date: _____

FOR MANAGEMENT OFFICE USE ONLY

Permitted By Management Office: _____

Date: _____