

**Perbadanan Pengurusan Pangsapuri Servis Nadi Bangsar**

(20183151)

**NADI BANGSAR**  
SERVICE RESIDENCE**NOTICE OF MOVE IN/ MOVE OUT**

CONTROL NO. \_\_\_\_\_

**APPLICANT PARTICULARS**

Name : \_\_\_\_\_ Unit No. \_\_\_\_\_

Status of Occupant :  Unit Owner  Tenant

Tel/ Handphone No. : \_\_\_\_\_ Date : \_\_\_\_\_

**DETAILS OF MOVER**

Date : from \_\_\_\_\_ to \_\_\_\_\_ Time : from \_\_\_\_\_ to \_\_\_\_\_

Notice of :  Move In  Move Out  Delivery (please tick relevant box)

Name of Mover/ Delivery\* Company : \_\_\_\_\_

Address : \_\_\_\_\_

PIC Name : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Vehicle No. : \_\_\_\_\_

Delivery of goods/ appliances/ furniture (please describe)\*: \_\_\_\_\_

\*Please cross where not applicable

No	Name of Workers	NRIC/ Passport No.	No	Name of Workers	NRIC/ Passport No.
1			6		
2			7		
3			8		
4			9		
5			10		

**DECLARATION**

With regards to this application, I/ we as the owner/ tenant, and Mover Company undertake to abide by the terms and conditions as stated herein. I/We agree and hereby attach a cheque (no. \_\_\_\_\_) amounting **RM1,000.00** made payable to **Perbadanan Pengurusan Pangsapuri Servis Nadi Bangsar** being payment for security deposit.

I/ We understand and agree to undertake to the following:

- Notification of moving in/ out is to be made on the appropriate form, preferably seven (7) days before the intended moving date. A minimum of 24-hour notice is mandatory for security reason.
- The Management reserves the right to refuse entry to any mover or delivery company, if they have not been properly registered for the purpose.
- For tenanted units, owner should first provide written notice the Management confirming the particulars of their tenants in advance.
- The permitted hours for Move In/ Move Out/ Delivery of goods/ appliances/ furniture are from **9.30am to 4.30pm (Monday to Friday), 9.30am to 12.00pm (Saturday). No works shall be carried out on Sundays and Public Holidays.**
- The deposit is refundable upon the completion of the Move In/ Move Out and final inspection by the Management or its authorized representative, less any sum (if any), which will be used to offset any damage or loss to any part of the building or common area/ property during the move in/ out process, and removing any debris and rubbish not cleared by the Contractor.

Signature of Unit Owner/ Tenant

Name :

Date :

Signature of PIC of the Company &amp; Company Cop

Name :

Date :

**FOR MANAGEMENT OFFICE USE**

Requisition Received by :	Checked/ Joint Inspection by :	Approved by :
Date:	Date:	Date:

<b>Refund of Deposit</b>	<b>Recommendation/ Remarks :</b>
Amount Refunded:	Damages/ unattended debris/ conditions (with photos if non-compliance)
RM _____	_____
Amount Deducted:	_____
RM _____	Supporting documents, if any for making good the above
TR No. _____	_____