



IDAMAN BSP

On behalf of: **SERIBU BAIDURI SDN BHD**
Pejabat Pengurusan, Pangsapuri Idaman BSP,
Jalan SP11/1, Bandar Saujana Putra 1, 47130 Puchong, Selangor
Email: pmidamanbsp@gmail.com Tel: 014 969 7320

(Managed by Oriental Property Management Sdn Bhd)

MOVING IN / OUT APPLICATION FORM

[] Moving In

[] Moving Out

****please (✓) in any applicable column**

Sila tandakan (✓) pada kotak yang berkenaan

APPLICANT DETAILS

Unit/Lot No. : Status: [] Owner [] Tenant
Name :
Contact No. : Email :
NRIC No. : Date :

IMPORTANT NOTES

1. Tenant is required to seek written consent from Owner to move out. **A copy of the written consent** must be submitted to the Management Office for reference.
2. Owner/Tenant is required to complete a permit application form and pay a **deposit RM300.00** before such permit can be issued (**PUBLIC BANK BERHAD, ACCOUNT NO.: 3821978801**) & email to **pmidamanbsp@gmail.com** shall be made payable to "**SERIBU BAIDURI SDN BHD**".
3. Owner/Tenant shall be held responsible for the making good of any damages to the building arising from moving of goods into or out of the building.
4. Moving in/ out of household contents from the respective unit is strictly restricted to the following hours:
5. **Monday – Saturday : 9.00am to 5.00pm**
6. **Sunday : 9.00am to 1.00pm**
7. **Public Holiday : Not Allowed**
8. The owner or tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents.
9. Mover's vehicles, containers and/ or contents must not obstruct other vehicles and residents.
10. The appointed mover must be accompanied by the applicant or his/her nominated person in charged at all times.
11. Owner/Tenant is advised to use **only service lifts for transporting of goods** under the supervision of the building security. Owner/Tenant shall be held **responsible for any damage** to the lifts caused by the movers and shall bear the costs incurred for such repair.
12. All the other rules and regulations stated in the House Rules shall comply.

MOVERS COMPANY DETAILS (if Applicable)

Mover Company Name		Date	
Person in Charge		Time	
NRIC/Passport No.		Vehicle Plate No.	
Contact No.			

DECLARATION

I/ We hereby agree to abide by all the above stipulated terms and conditions and agree that the deposit is subject to retention, to the extent of which will be decided by the Management Office, should I/We fail to adhere or comply with the terms and conditions.

Signature:

.....
Name :
Date :



IDAMAN BSP

On behalf of: **SERIBU BAIDURI SDN BHD**

Pejabat Pengurusan, Pangsapuri Idaman BSP,
Jalan SP11/1, Bandar Saujana Putra 1, 47130 Puchong, Selangor
Email: pmidamanbsp@gmail.com Tel: 014 969 7320

(Managed by Oriental Property Management Sdn Bhd)

FOR OFFICE USE ONLY					
Acknowledgement of Application of Moving In/Out and Receipt of Payment					
Deposit (RM) :		Receipt No. :			
Received By :		Date :			
APPROVED BY					
 Name : Date :					