

**Badan Pengurusan Bersama Pangsapuri Suria Rafflesia  
Tingkat 1, Blok B, Jalan Setia Perdana  
Setia Alam, 41070 Shah Alam  
Selangor Darul Ehsan**

**No. Telefon: 011-36863682  
Email: suriarafflesiajmb@gmail.com**

**MOVING IN AND OUT FORM**

Please tick (√) to select: Owner  Tenant

Name

Passport / IC No.

Phone Number

Unit Number

Moving Date  Time

Mover Company  Deposit

Person In-Charge  Phone No.

Vehicle Registration Number

**TERMS & CONDITIONS**

1. Moving in and out should be carried out during the following hours:
  - Monday to Friday : 9 am to 5 pm only
  - Saturday: 9 am to 1 pm only
  - Sunday & Public Holiday: Strictly not allowed
2. Owner / Tenant / Authorized Representative / Applicant must complete the application form at the management office. The duly completed form must be submitted to the management office at least three (3) working days in advance for management approval.
3. Owner / Tenant / Authorized Representative / Applicant has to pay a sum of deposit to cover any damage to the lift and common property caused during the transportation of goods or non-compliance of the conditions herein. The deposit shall be refundable free of interest upon after confirmation that there is no damage to the lift or common property or such repairs have been carried out and paid for.
4. Owner / Tenant / Authorized Representative / Applicant shall not moving in / out without first having obtained the written consent or approval from the management office.
5. The management or security guard reserves the right to prevent any contractor, mover, transporter from entering this area if the owner / tenant / authorized representative / applicant is not complying with our rules & regulations.
6. Owner / Tenant / Authorized Representative / Applicant is only allowed to load / unload furniture / bulky household items at the designated loading area. You should not hold the lifts for too long to avoid any damage on the lift car.

I hereby agree to abide and comply with all the Terms & Conditions. I enclose herewith a refundable security deposit RM..... ..made payable to The Management.	<b>FOR OFFICE USE ONLY</b>	Status of Application : Approved / Rejected Date Approved / Rejected: ..... Remark:
Signature of Applicant:		Approved by:
Name :		Name:
Date :		Date :
Remark:		Remark: