

PANGSAPURI SURIA

REGISTRATION FOR MOVING IN OR MOVING OUT
(Please tick whichever box is applicable)

| | | | |
|--------------------|--|--------------|--------|
| Date of Move | | Time of Move | |
| Apartment Unit No. | | | |
| Name of Occupant | | | |
| Status | <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant (Please tick whichever box is applicable) | | |
| Contact No. | Mobile #: | Office #: | Fax #: |
| Nationality | | | |
| Email Address | | | |

MOVING COMPANY'S INFORMATION

| | |
|---------------------------|--|
| Name & Address of Movers | |
| Person in Charge | |
| Mobile or Office Tel. # | |
| Mover's Vehicle Reg. # | |
| Approximate Parking Hours | |
| No. of Workers Expected | |
| Items to be Moved - Brief | |

PAYMENT OF SECURITY DEPOSIT (RM300.00)

| | | |
|------------------------------|--|--|
| Security Deposit Received by | (Name) | (Date) |
| Mode of Payment | <input type="checkbox"/> Cash - RM _____ #: _____ | <input type="checkbox"/> Cheque #: _____ Receipt #: _____ |

| | |
|---------------------------------------|------------------------|
| Form Completed By/Date of Application | Signature of Applicant |
| | |

NOTES: Do note that only Mondays till Fridays (9am – 5pm) and Saturday (9am – 1pm) are set aside for loading/unloading (for Moving In or Moving Out). Movers are strictly not allowed into Pangsapuri Suria on Sundays and Public Holidays.

JOINT MANAGEMENT BOARD OFFICE EMAIL: pangsapurisuria07@gmail.com

REFUND OF SECURITY DEPOSIT (Tuesday to Friday only – 10:00 - 2:00pm)

I, _____, NRIC/Passport # _____ from Unit # _____ hereby confirm receipt _____ for RM _____ of my security deposit via Cash _____ or Cheque No: _____

Name/Authorized Signature of Owner/Tenant

Issued by Accounts Department

Verified by Resident Manager