

**PERBADANAN PENGURUSAN PARK VILLA**

Management Office – PV 3, Jalan BP 11, Bandar Bukit Puchong 2, 47120 Puchong, Selangor.

Office No: 03-8066 6791 Email: parkvillatownhouse@gmail.com**SHIFTING IN/OUT/DELIVERY OF GOODS FORM**

Dear Sir/Madam

I /We being the owner/tenant*(Please delete as appropriate) of the unit as hereunder stated, hereby notify you that the following shifting activity shall take place at the stated unit.

SHIFTING IN		REMOVAL OF HOUSEHOLD ITEM(S) FOR MAINTENANCE/REPAIR	
SHIFTING OUT		OTHERS (PLEASE SPECIFY	

***THE DETAILS OF ABOVE SHIFTING SHALL BE FOLLOWS:**

DATE		LORRY NO	
TIME(ESTIMATED		TON	

THE LISTS OF SUPPLIERS @ DELIVERY COMPANIES ARE AS FOLLOWS.

COMPANY NAME		WORKER NAME	
NRIC NO		SECURITY DEPOSIT	RM200.00 (REFUNDABLE)

NAME	
UNIT NO	
NRIC NO	
CONTACT NO	
SIGNATURE	

DURING THE SHIFTING IN&OUT/ DELIVERY AND REMOVAL

- ✓ A refundable security deposit RM200.00
- ✓ The frequency of security patrolling
- ✓ During the delivery/Removal/Shifting in out are restricted to following hours
MONDAY TO FRIDAY 9.00AM-5.00PM
SATURDAY/SUNDAY/PUBLIC HOLIDAY 9.00AM-5.00PM
- ✓ All owner/Resident are required to register in The Management office during office hour for delivery/Removal and shifting in/out
- ✓ We also advise owners to pre inform the security post of your expected visitor/guest to smoothen the registration process.

☐ I hereby agreed to the above terms and conditions**FOR OFFICE USE ONLY**

RECEIVED BY	
DATE	
TERM OF PAYMENT	

***Delete whichever is not applicable**