

BADAN PENGURUSAN BERSAMA (JMB) PLAZA DAMAS FASA 3

Management Office: Level P1, Basement Car Park, Block D, Plaza Damas 3,
63, Jalan Sri Hartamas 1, Taman Sri Hartamas, 50480 Kuala Lumpur.

Tel: 03-6201 1378 Fax: 03-6201 1390

Email: pd3.mgt@bldmgt.mayland.com.my

MOVING IN/OUT FORM

Premises Add./ Unit Number:	
Owner Name:	
Tenant Name:	
Date/Time Application:	
Date/Time of Moving:	

Special Note:

- Please notify the Management Office at least one (1) working day before the proposed date of moving in/out.
- For moving out, the tenant shall provide an approved authorized letter from the owner to the Management Office.
- The tenant MUST settle all outstanding bills before moving out.
- A refundable deposit of RM200.00 (Ringgit Malaysia Two Hundred Only) shall be made before moving in/out.
- The owner/tenant/resident shall be held responsible for making good of any damages and must ensure the common areas/properties are protected arising from moving items/goods into or out from the building.
- The deposit shall be refunded, provided there are no damages to the common areas and after the inspection by Management Office.
- The moving dates are as follows:

MONDAY – FRIDAY = 9.00 AM – 6.00 PM

SATURDAY = 9.00 AM – 1.00 PM

- STRICTLY NOT ALLOWED TO CARRY JOB ON SUNDAY & PUBLIC HOLIDAYS.

Please tick on the box & list down the item/furniture/etc. to be moved in/out:-

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Moving In

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Moving Out

List of Items:

1.		5.	
2.		6.	
3.		7.	
4.		8.	

Owner's Approval

Tenant's Signature

.....
Name:

NRIC:

Contact No:

.....
Name:

NRIC:

Contact No:

For Office Use Only

Received By:

Approved By:

.....
Name:

Designation:

Date/Time :

.....
Name:

Designation:

Date/Time: