



**PERBADANAN PENGURUSAN Q SENTRAL**

(No. Buku Daftar Strata: 20183149)

Level M1, Q Sentral, 2A Jalan Stesen Sentral 2,

Kuala Lumpur Sentral, 50470 Kuala Lumpur

Tel: 03-2730 2041 Hotline: 03-2730 2071 Fax: 03-2730 2043

Email: helpdesk@qsentralkl.com

**MOVING IN / MOVING OUT FORM**

	MOVING IN		MOVING OUT
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**TENANT / OWNER'S INFORMATION**

UNIT NO			
COMPANY NAME			
EMAIL ADDRESS			
PIC NAME			PHONE NO
OFFICIAL MOVING DATE			

**ACCOUNTS / FINANCE INFORMATION**

TENANT'S OUTSTANDING			
OUTSTANDING PENALTY			
REMARKS			

**MOVING IN**

TENANCY AGREEMENT	
HOUSE RULES	
GBI FIT OUT GUIDE	
RENOVATION APPLICATION	

**TENANT'S DECLARATION**

**SIGNATURE:**  
**NAME:**  
**DATE:**  
**COMPANY STAMP**

**CHECKED BY (F&A DEPARTMENT)**

**NAME:**  
**DATE:**

**VERIFIED BY (FM DEPARTMENT)**

**NAME:**  
**DATE:**

**ACKNOWLEDGED BY (BUILDING MANAGEMENT)**

**NAME:**  
**DATE:**