



TRANSMIGRATION FORM

Owner--	
Tenant--	
Agent--	

APPLICATION FOR	:	Move In () / Move out ()
DATE OF MOVING	:	
TIME OF MOVING	:	From: (AM / PM) To: (AM / PM)
NAME OF RESIDENT	:	
I.C. NO.	:	
UNIT NO.	:	
PHONE NO.	:	
DEPOSIT	:	RM Official Receipt No: Date:
		<i>* (Deposit preferably cash in order to refund immediately after move in / out)</i>
MOVERS NAME	:	
I.C. NO.	:	
VEHICLE NO.	:	
ITEM TO MOVE IN	:	
OR MOVE OUT		

Term & Regulations

The Management office shall be informed at least 24 hours in advance of any moving involving any movers; or large household items.

Mover must complete the Transmigration Form and return it to The Management office for further arrangement.

Occupants shall ensure that common areas and common property are not damaged and keep clean in the course of such move. Any damages and undisposal rubbish shall be made good at occupant's own cost.

All contractor(s) or movers company must be accompanied by the owner nominated person in charged.

Occupant(s) are advise to have such moving during working hour to avoid inconvenience to others resident.

All applicant for moving out must surrender back their car parking sticker, access card and house rules to their landlord or agent.

Management reserve the right to deny the occupant(s) from moving out with their belongings if the rental or any other charges are still outstanding.

I/We the undersigned confirm that I/we have read and fully understand that I/we shall indemnify the management all costs incurred due to my/our movers' negligence actions.

Signature of occupant(s) / Applicant

Name:

Date:

Acknowledgement of Management Office

RULES FOR MOVING IN OR OUT

FOR MOVING IN

- 1) 24 HOURS NOTICE IS REQUIRED
- 2) A REFUNDABLE DEPOSIT OF RM200.00 IS REQUIRED - (CASH ONLY)
- 3) DEPOSIT WILL BE FORFEITED IF:-
 - > LIFT IS DAMAGED
 - > RUBBISH LEFT IN THE RUBBISH ROOM
 - > CORRIDORS ARE LEFT DIRTY
 - > ITEMS ARE LEFT IN THE CORRIDOR
- 4) **MUST USE ONLY THE SERVICE LIFT** WITHIN THE FOLLOWING HOURS:-
 - > 9:00 AM TO 5:00 PM (MONDAYS TO SATURDAYS)
 - > SUNDAYS AND PUBLIC HOLIDAYS NOT ALLOWED
 - > BETWEEN 10:00 AM TO 11:30 AM NOT ALLOWED (FOR CLEARING RUBBISH)

FOR MOVING OUT

- 1) 24 HOURS NOTICE IS REQUIRED
- 2) A REFUNDABLE DEPOSIT OF RM200.00 IS REQUIRED - (CASH ONLY)
- 3) IF TENANT , MUST SETTLE ALL OUTSTANDING WATER BILLS
- 4) IF TENANT , MUST NOTIFY OWNER FOR APPROVAL
- 5) DEPOSIT WILL BE FORFEITED IF:-
 - > LIFT IS DAMAGED
 - > RUBBISH LEFT IN THE RUBBISH ROOM
 - > CORRIDORS ARE LEFT DIRTY
 - > ITEMS ARE LEFT IN THE CORRIDOR
- 6) **MUST USE ONLY THE SERVICE LIFT** WITHIN THE FOLLOWING HOURS:-
 - > 9:00 AM TO 5:00 PM (MONDAYS TO FRIDAYS)
 - > 9:00 AM TO 1:00 PM (SATURDAYS ONLY)
 - > SUNDAYS AND PUBLIC HOLIDAYS NOT ALLOWED
 - > BETWEEN 10:00 AM TO 11:30 AM NOT ALLOWED (FOR CLEARING RUBBISH)