



PEJABAT PENGURUSAN

RESIDENSI ADELIA PERSIARAN BANGI AVENUE 2,
TAMAN BANGI AVENUE, 43000 KAJANG, SELANGOR.
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APPLICATION FOR MOVING IN & OUT

Block : _____ Unit No: _____

Name of Applicant : _____

Name to refund : _____

Address : _____

Contact Person : _____

Contact No. : _____ (Office) _____ (Hp/Pg)

Company Name : 1) _____
2) _____

Date/Time of Moving In : _____

Date/Time of Moving Out : _____

The Owner shall place a **deposit of RM500** with the Management before commencement of works, which is to be held as security for the cost of repairing damage to the common property or removal of debris. In the event of any disagreement, the decision of the Management shall be final and conclusive and the Owner shall be bound by the Management's decision. The deposit shall be refunded free of interest after the Management is satisfied that there is no damage caused to the common property. Cash/cheque payable to _____.

We will undertake to provide full and total protection to the common property, lift car, panel, floor and lobbies with canvas padding when transporting materials, etc.

All moving in/out works including deliveries must be carried out only during the following hours:-

Monday – Friday	:	9.00 a.m. to 5.00 p.m.
Saturday	:	9.00 a.m. to 5.00 p.m.
Sundays & Public Holidays	:	Strictly no work allowed

Date

Signature of Owner/Company's Stamp