



Serial No.: RKMO/MAF/21\_\_\_\_/\_\_\_\_

**BULK DELIVERY & MOVE IN/OUT APPLICATION FORM**

**Notes:**

- a. This form to be filled up by applicant who is moving in/out furniture and appliances only with no renovation works.
- b. This application form does not indicate assured approval upon submission.
- c. Applicant's contactor shall present this form (after approval given by Management) to Guard House to obtain "Contractor Pass".
- d. For Moving Out, tenant to enclosed this application form with a "Letter of Authorization" for Move Out from Owner.
- e. The Management reserve the rights to amend or withdraw the conditions without prior notice.

**1. Applicant's Information :**

<b>Type of applicant</b>	OWNER <input type="checkbox"/>	TENANT <input type="checkbox"/>	<b>Type of application</b>	MOVE IN <input type="checkbox"/>	MOVE OUT <input type="checkbox"/>
Unit No.	<b>A</b>		Date of Application :		
Name :					
NRIC/Passport No.:			Mobile No. :		

**2. Shifter's Information :**

Name :					
Company Name :					
NRIC/Passport No. :			Mobile No. :		
Vehicle Registration No. :					
Move In/Out Details :	Date	From	To		
	Time	From	To		
Type of Items :					

**\*The date and time you apply for loading/ unloading using the loading/ unloading bay is subject to the schedule and timing managed by the Management. Please refer to the Management for the suitable date and time for moving.**

## TERMS & CONDITIONS

- a. Moving-in/out is restricted to during **Working Hours**.
- b. Applicant shall be made at least **three (3)** working days prior to delivery or removal.
- c. Applicant required to place a deposit of **RM200.00** before any bulk deliveries or removal can be permitted.
- d. The deposit shall be refunded, free of interest provided there is no damage cause to the lift car or common property of Residensi Kepongmas2 the delivery/removal and all packing cases and materials as mentioned above (item No.3) are disposed of properly.
- e. Resident shall make their **own arrangements for disposal of packing cases, packing materials, Styrofoam, cartons, discarded pieces of furniture, other solid or bulky items, etc and not to dispose the same in the Refuse Room or anywhere within Residensi KepongMas2.**
- f. Should there be any damage to the lift car or common property during the delivery/removal, the resident will be held responsible to bear the cost for any repair necessary.
- g. Please take note the delivery/removal times is to be strictly :-

<b>Monday to Saturday</b>	<b>09.00am – 05.00pm</b>
<b>Sunday &amp; Public Holidays</b>	<b>Strictly no delivery &amp; removal</b>

- h. Kindly inform the delivery company workmen to register at the Guard House prior to the work being carried out.
- i. The resident's lift shall not be used for the delivery/removal of items at any time.
- j. Only designated service lift shall be used for this purpose.

### 3. Applicant's Declaration

I hereby confirm that the above information is true, correct and complete. I hereby also confirm that I have read and agree with the terms and conditions stated above.

Applicant (Owner/Tenant) Signature,

.....  
Name :

Date :

#### FOR OFFICE USE ONLY

##### DEPOSIT / PAYMENT RECEIVED

Deposit :	RM :	REF NO./CHEQUE NO. :	
Non-refundable Charge :	RM :	REF NO./CHEQUE NO :	
Total Amount Collected :	RM :	Official Receipt No. :	

Payment Receive by,

.....  
Signature & Chop

Name :

Design :

Date :