

MOVING IN / OUT APPLICATION FORM

PARTICULARS OF APPLICANT			
Name		Owner / Tenant *	
Unit No.		Moving In / Moving Out *	
Contact No.			
Reason of Moving In/Out (Optional)			
PARTICULARS OF MOVER			
Name of Mover			
Tel No. of Mover		Lorry Registration No.	
Person-in-Charge		NRIC / Passport No.	
Move Date		Commencement Time	
PARTICULARS OF WORKERS			
No	Name of Worker	NRIC / Passport No	

Rules & Regulations

(All moving-in and out activities are strictly limited to the service lift only.)

In applying for the Management's approval, the owner/tenant and mover undertake to abide by, and besubject to, the Management's terms and conditions as follows:-

1. Notification of moving in / out is to be made on the appropriate forms, preferably 7 days before theintended moving date. **A minimum of 48 hours notice is mandatory for security reasons.**
2. Moving in/out of household contents from the respective unit is strictly restricted to the following hours: -

Mondays - Fridays	: 9.00 am to 5.00 pm
Saturdays	: 9.00 am to 1.00 pm
Sundays & Public Holidays	: No moving in/out is allowed

3. A deposit of **RM500.00** is to be lodged with the Management Office upon notification of moving. The Management reserved the right to deduct a sum of money from the deposit collected, at itssole discretion, for any damages caused to the common property in the process of moving.

4. Payment shall be made by cheque or online to Laman Sari Management account below
 - Name : BEST SILVER DEVELOPMENT SDN. BHD. (MANAGEMENT)
 - Account Number : 209-312-708-2
 - Bank : UOB Bank
5. The common area shall be kept clean & clear at all times
6. The Management reserves the right to refuse entry to any mover if they have not been properly registered for the purpose.
7. The owner should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to move in/out.
8. Deposit will be refund within 60 days after completion of move in move out.

I/We hereby agree that I/We are bound by the Rules & Regulation and fully understand that I/we are liable for the breach of any terms & conditions above; and shall fully indemnify The Management for any loss, damage, claims, or whatsoever incurred due to my and/or our movers' acts omission and/or negligence to the shifting works.

.....
 Signature of Mover

.....
 Company Stamp

.....
 Signature of Owner / Tenant

.....
 Date of Application

FOR OFFICIAL USED				
RECEIPT OF DEPOSIT				
Payment Received	RM	Cheque / Online	Cheque No.	
Official Receipt No.			Receipt By	
REFUND OF DEPOSIT				
Amount Received	RM		Cheque No.	
Amount Withheld	RM		Date Refunded	
Reasons for Deductions				

FOR SECURITY ONLY

Acknowledged by:

Signature : _____

Name : _____

Date : _____