



Property Management Office
Residensi M Oscar, Petaling,
No 2, Jalan Kesateria, Sri Petaling, 57100 Kuala Lumpur.
Tel: 03-27877947 Email: moscar.pmo@gmail.com

DELIVERY / MOVE IN / OUT APPLICATION

☐ Delivery

☐ Move In

☐ Move Out

Part A

Applicant Name (Owner / Tenant)		Person in Charge (Driver)	
Unit No		Lorry Registration No.	
Contact No		Contact No (Driver)	
Date of Delivery		Time of Delivery	

Part B

Contractor's Details		
No	Name	Identity Card Number
1		
2		
3		
4		
5		

Term and Condition: -

- All Delivery/Moving IN/OUT Activities shall be confined between 9:00 a.m. and 5:00 p.m. from Mondays to Saturdays. STRICTLY NO moving activities are allowed on Sundays and Public Holidays. The Management reserves the absolute right and discretion to decline such requests if deemed necessary.
- The Owner/Occupier(s) shall inform the Management at least one (1) calendar week in advance of the Delivery/Moving IN/OUT Activities by submitting the permit application form and paying a Refundable Deposit of RM300.00 to the Management before carrying out the activity.
- Kindly make your deposit via MY Mah Sing App. Once payment has been done, please share with us your payment slip via email moscar.pmo@gmail.com

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Applicant's Name : Contractor's Name:

NRIC/Passport No: NRIC/Passport No:

Date : Date :

For Security Dept. Usage

Time in : Name of Security:

Time Out: Date :



For Office Use

A. Deposit / Payment Received

Application No	
Deposit Amount	
Date Received	
Payment Method	MY Mah Sing App : Cheque :
Receipt No.	
Received by	Signature : Name : Date :

Application Verified

Application approved and authorized by

Name :
Date :

Name :
Date :

B. Refund of Deposit

Description	Deduction Amount (RM)	Remarks
1. Reinstate of damaged common property/equipment		
2. Removal of debris, bulky items, packaging, etc.		
3. Additional cleaning works		
4. Others		
Total Deduction (if any):	RM	

Attended By	:	Amount Refunded (RM)	:
Inspected By	:	Mode of Refund	:
Verified By	:	Date of Issued PV	:
Status	: Approved / Rejected	Payment Voucher No.	: