



Property Management Office
Level 10 ,Residensi M Vertica, No 555, Batu 2 1/2 , Jalan Cheras , 56000 Kuala Lumpur.
Email: mvertica.pmo@gmail.com

MOVING PERMIT – SHIFT IN / OUT

Name :

Unit No. :

Date of Moving In / Moving Out :

Person in Charge :

Contact No. (O/H/Mobile) :

List of Workers Name: 1)

I/C

2)

I/C

3)

I/C

Renovation, delivery & removal works are restricted to the following hours:

- Monday to Friday: 9.00am to 5.00pm
- Saturday: 9.00am to 1.00pm
- Sunday & Public Holiday: No Activity Allowed

.....
Owner/Tenant Signature
Name:
MyKad:

.....
Management Signature
Name:
Position:

For Security Dept. Usage

Time In :
Time Out :
Date :
Name of Security :