

**APPLICATION FOR MOVING IN / OUT / DELIVERY FURNITURE**

APPLICANT DETAILS		DELIVERY COMPANY / MOVERS	
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant Name: ..... Unit No: ..... Tel. No: ..... Email: .....		Company Name: ..... Person in Charges: ..... NRIC / Passport No.: ..... Tel. No.: ..... Vehicles Registration No.: .....	
TYPE OF APPLICATION		APPLICATION DETAILS	
<input type="checkbox"/> Moving In <input type="checkbox"/> Delivery of Furniture <input type="checkbox"/> Moving Out <input type="checkbox"/> Others		Move/Delivery Date: ..... Commencement Time: .....	
PARTICULARS OF WORKERS			
No.	Name of Worker	NRIC / Passport No.	
1.			
2.			
3.			
4.			
5.			
<ul style="list-style-type: none"> <li>• Delete where not applicable</li> </ul>			
DECLARATION			
<p>In applying for the Management's approval, the owner / tenant and mover undertake to abide by, and be subject to the Management's terms and conditions as follows: -</p> <ol style="list-style-type: none"> <li>1. Notification of moving in/out is to be made on the appropriate forms, preferable at least <b>3 working days</b> before the intended shifting and/or delivery exercise date. A minimum of 24 hours' notice is mandatory for security reason.</li> <li>2. Moving in/out/delivery exercise of household contents from the respective unit is strictly restricted to the following hours: -              Monday – Friday                      : 9.00am to 5.00pm              Saturday                                    : 9.00am to 1.00pm              Sunday &amp; Public Holiday            : No works are allowed</li> <li>3. A deposit of <b>RM300.00</b> is to be lodged with the Management Office upon notification of moving in/out/delivery exercise date. The Management reserved the right to deduct a sum of money from the deposit collected, at its sole discretion, for any reasons in the process of moving in/out/delivery exercise.</li> <li>4. The payment can be made by transfer or cheque to our account number:  <b>UOB : 2573048018</b>  <b>PERBADANAN PENGURUSAN RESIDENSI NUSANTARA PETALING 2</b></li> </ol>			

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5. The deposit will be refunded within **30 days** from date of joint inspection carried out by the Management Office and Owners/Tenants.
6. Reservations for the use of the lifts for moving in/out/delivery exercise purposes are to be made on this form 'Application for Moving In/Out/Delivery of Furniture'.
7. The Management reserves the right to refuse entry to any mover, if they have not been properly registered for the purpose.
8. Owner should first issue to the Management confirming the particulars of their tenants before their tenants can arrange to moving in/out/delivery.
9. Other rules contained in the 'Home Manual of Citizen 2 @ Old Klang Road' will apply.

I, hereby, agree and abide by the above terms and conditions.

\_\_\_\_\_  
Signature of Mover

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Owner / Tenant

\_\_\_\_\_  
Date of Application

<b>FOR MANAGEMENT OFFICE USE ONLY</b>	
<b>RECEIPT OF DEPOSIT</b>	<b>PAYMENT FOR REFUND OF DEPOSIT</b>
Mode of Payment: Cash/Cheque/TRF .....	Mode of Payment: Cash/Cheque/TRF .....
Amount Received: .....	Amount Refundable: .....
Official Receipt No: .....	Payment Voucher No.: .....
Issued by: .....	Issued by: .....
Date Issued: .....	Date Issued: .....