

# RESIDENSI PV18

## LETTER OF AUTHORISATION FOR SHIFTING IN / OUT

- a) OWNER/TENANT NAME(S) : \_\_\_\_\_ UNIT NO.: \_\_\_\_\_
- b) NRIC NO. : \_\_\_\_\_ CONTACT NO.: \_\_\_\_\_
- c) SHIFTING STATUS : [ ] IN or [ ] OUT or [ ] DELIVERY
- d) DATE : \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ day(s))
- e) TIME : \_\_\_\_\_ to \_\_\_\_\_
- f) MOVER'S NAME : \_\_\_\_\_ LORRY NO.: \_\_\_\_\_

### Description of Good Move In / Out / Delivery

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Applied by,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Deposit: RM _____ (Cash / Cheque) Cheque No. _____ <input type="checkbox"/> Refund <input type="checkbox"/> Forfeited	
For The Management  Date: _____	Receiver Signed,  Date: _____
<input type="checkbox"/> Owner Copy	<input type="checkbox"/> Security Copy

Authorised & Approved by,  
The Management

\_\_\_\_\_  
BUILDING MANAGER

### IMPORTANT:

- 1) A refundable deposit of **RM300.00** is required before the above operation can be carried out.
- 2) You are also reminded to submit this form to the Management Office **two (2) days prior** before the date of moving In / Out.
- 3) Any unclaimed deposit will be forfeited after six (6) months upon the completion of moving activities. The forfeited deposit shall be utilised to set-off any outstanding and/or advanced maintenance Charges, Sinking Fund and/or other payable charges of the maintenance fee account of parcel owner.
- 4) Such deposit is to ensure that all unwanted debris, etc. are not left in the corridor or any other common areas and that no common property is damaged. Otherwise, the cost will be deducted from the deposit and the balance will be refunded accordingly. In the event that the clean-up cost and damage exceeded the deposit. The owner/tenant/mover concerned shall be held responsible to pay the additional amount.
- 5) We strongly advise the use of small lorry for transportation.
- 6) Only the service lift can be for shifting. The other lift must reserve for resident's use.
- 7) All deposit will be refund to the owner/tenant via **Cheque Payment / Internet Banking Transfer**
- 8) Shifting hours: Monday to Friday : **9.00 am to 5.00 pm**  
Saturday : **9.00 am to 12.00 pm**  
(Sunday and Public Holiday – Not Allowed)

**NOTE: PLEASE PRODUCE THIS ORIGINAL COPY FOR REFUND**