

## Form – Moving In / out

Unit No:			
Owner Name:			
Contact No.:			
Tenancy Period: (if applicable)			
Ownership Status:		No. of Occupants:	

### Description of moving-in / out of furniture or large items:

Vehicle Type:	
Make:	
Reg. No.:	
Date & Time:	
Description:	

Vehicle Type:	
Make:	
Reg. No.:	
Date & Time:	
Description:	

Vehicle Type:	
Make:	
Reg. No.:	
Date & Time:	
Description:	

The resident fully agrees and understands the potential risks of the moving in / out exercise and house rules and will take appropriate precaution and due consideration and fully agrees to adhere to applicable House Rules and By-Laws by signing this form.

Registered by,  
(Management Staff)

Acknowledged by,  
(Owner)

.....  
Name:

.....  
Name:

Date:

Date:

## Moving In Check List

Unit No:	Date:
Check By:	Time:

No	Area	Good	Bad	Remarks
1	Lift lobby cleanness – G floor			
2	Lift lobby door - G floor			
3	Lift lobby cleanness - ( floor)			
4	Lift lobby door - ( floor)			
5	Loading bay cleanness			
6	Refuse room			
7	Any damage on lift			
8	Corridor (any damage)			
9	Corridor cleanness			
10	Others			

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check By:

Verify By:

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Name:

Name:

## Moving In to the Units

- a. The Management must be informed at least 48 hours in advance of moving in or out that involves a professional mover for larger items such as furniture and electrical appliances.
- b. The Management reserved the right to refuse the admission or shifting out unless the person who is seeking such access is properly notified to and registered with the Management and security personnel on duty.
- c. The Management shall in no case be liable for damages for the admissions or shifting out to or exclusion from the unit of any person whom the Management has the right to exclude under the provisions of the owner's tenancy agreement he has with his tenant or of these house rules. Please fill in the moving out form or the moving in form at the Management Office.
- d. Moving In or Out time: -  
Monday to Friday: 9am - 5pm Saturday: 9am -5pm  
Sunday/Public Holiday strictly no moving in or out.
- e. Resident shall be fully responsible for making good any damage caused to the Common Property by their contractors or themselves during the delivery or moving-in / out. They are to make good the damage to the reasonable satisfaction of the Management within seven (7) days upon the receipt of the Management's notice, failing which the Management reserves the right to make good the damage and shall compensate and pay the Management the amount claimed by the Management
- f. The appointment shall be on a first-come-first-served basis to allow the Management to schedule parking for loading and unloading, operating Service Lift and allocate manpower if necessary to ensure smooth process during delivery / moving
- g. Resident shall ensure all deliverymen / movers engaged by them report to the designated Security Counter to obtain identification passes and shall wear their passes at all times prior to carrying out the work each day. The Management and / or its security personnel shall have the right to question, refuse to allow entry or access to any person in the Development without a proper pass
- h. Deliverymen / Movers shall use only lifts and / or staircases designated by the Management at the allocated time. Packing and crating materials shall be disposed of and removed from the Development by the Resident / deliverymen / movers immediately upon delivery / move
- i. Unwanted materials, debris, etc. shall not be left at corridors, lift, lobbies, fire escape staircases or any other Common Property. The Management shall remove such items at their discretion and removal fees incurred from such incidences shall be charged to the Resident concerned
- j. Resident shall be responsible for the conduct and behavior of their appointed contractor while they are in the Development
- k. Resident and/or their contractors are not allowed to tap water / electricity supply from the Common Property for their personal use.
- l. The Purchaser or its contractor has to unload their goods at the designated loading/unloading area. Unloading at the main entrance is strictly prohibited.
- m. Only goods or service lift should be used for transporting good under the supervision of the building security and within the approved hours only. The Purchaser shall be held responsible for any damages to the lift caused by the movers and shall bear all costs incurred to make good such repairs. Such usage of good or service lift when moving-in or moving-out is only allowed with at least 2 calendar days' prior notice is given to the administration office, Prior to use of the goods or service lift to transportation of household furniture, the Purchaser and/or the contractor must attach or place a layer of approved protective sheet covering the tiled floor along the common corridor at all times. The Purchaser must ensure the surfaces of the interior of lift are property protected against scratches and damages.
- n. The Purchaser is required to place a deposit of which amount to be determined from time to time by the authorized person of the administration office before any bulk deliveries or removal can be permitted. Deposit will be refunded free of interest to deductions for any cost incurred to remedy any damage caused to the common are or common property.