



### PROPERTY MANAGEMENT OFFICE

REF: PMO/20/F/2/1

MEDAN PRESTASI SDN BHD 199501010614 (339815-X)  
 P-05-04 LEVEL 5 PODIUM, RESIDENSI SUASANA @DAMAI, DAMANSARA DAMAI  
 47830 PETALING JAYA, SELANGOR DARUL EHSAN  
 T: +603 6157 1900 / +603 7726 8866 F: +603 6157 1360 E: pmo.suasana@gmail.com

### APPLICATION FOR MOVE-IN AND MOVE-OUT

DETAILS OF APPLICANT								
Name of Applicant								
NRIC / Passport No.								
Unit No.								
Contact Info	Mobile		Email					
DETAILS OF MOVEMENT								
Type of Movement	<input type="checkbox"/> Move-in by owner <input type="checkbox"/> Move-out by owner		<input type="checkbox"/> Move-in by tenant <input checked="" type="checkbox"/> Move-out by tenant					
Period	Date		Time					
Name of Movers								
Registered Address								
Person In Charge								
Vehicle Registration No.								
Contact Info	Mobile		Email					
DETAILS OF WORKERS								
NO.	NAME	NRIC / PASSPORT NO.	PASS NO.					
DECLARATION BY THE APPLICANT								
1. I hereby agreed and undertook to abide all rules as stated in Residensi Suasana @Damai House Rules. 2. I hereby agreed to pay the refundable move-in and move-out deposit as set by Property Management Office (PMO) to secure my undertaking to take due and responsible care not to damage any part(s) of the common property while doing the work. 3. In the event of my movers fail to observe the above and/or fail to clean the areas used for the works and/or clear all debris, rubbish, etc. on completion of the said works; you may utilize the above sum to rectify damage caused and/or attend to the required works to clean and/or repair the common property. 4. I hereby agreed to pay an additional charge and cover the rectification cost if the actual rectification cost exceeds the sum of amount paid								
Declared by, Signature : ..... Name of Applicant : ..... NRIC / Passport No. : ..... Date : .....		<table border="1"> <thead> <tr> <th>PERMISSIBLE MOVEMENT HOURS</th> </tr> </thead> <tbody> <tr> <td>Monday - Friday : 0900 - 1700</td> </tr> <tr> <td>Saturday : 0900 - 1300</td> </tr> <tr> <td>Sunday / Public Holiday : Move-in and Move-out Prohibited</td> </tr> <tr> <td>PMO shall be informed three (3) days in advance prior to required moving date.</td> </tr> </tbody> </table>		PERMISSIBLE MOVEMENT HOURS	Monday - Friday : 0900 - 1700	Saturday : 0900 - 1300	Sunday / Public Holiday : Move-in and Move-out Prohibited	PMO shall be informed three (3) days in advance prior to required moving date.
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**MOVE-IN AND MOVE-OUT PERMIT DETAILS**

<b>1ST PERMIT</b>	MOVERS :	<b>APPROVAL</b>	DATE :
	VALID FROM ..... UNTIL .....		FWD TO SECURITY <input type="checkbox"/>
<b>2ND PERMIT</b>	MOVERS :	<b>APPROVAL</b>	DATE :
	VALID FROM ..... UNTIL .....		FWD TO SECURITY <input type="checkbox"/>
<b>3RD PERMIT</b>	MOVERS :	<b>APPROVAL</b>	DATE :
	VALID FROM ..... UNTIL .....		FWD TO SECURITY <input type="checkbox"/>

**FOR MANAGEMENT USE**

TYPE		DEPOSIT (RM)	FEE (RM)	TOTAL (RM)	v	PAYMENT		
Normal		100.00	-	100.00		Payment (RM)		
Notes						Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque No. ....	
						Receipt No. 1		
						Notes		
APPROVAL					REFUND			
Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No					Deposit (RM)		
Signature						Penalty (RM)		
						Refund (RM)		
Name of Officer						Refund Acceptance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date						Signature		
Notes						Name / Date	/	