



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 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					
<ol style="list-style-type: none"> I hereby agreed and undertook to abide all rules as stated in Residensi Suasana @Damai House Rules. 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. 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. 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 :			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.		

MOVE-IN AND MOVE-OUT PERMIT DETAILS

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

FOR MANAGEMENT USE

TYPE	DEPOSIT (RM)	FEE (RM)	TOTAL (RM)	√	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	/	