

**BADAN PENGURUSAN THE HAMILTON & RESIDENSI WANGSAMAS**  
**(PROPERTY MANAGER: ORIENTAL PROPERTY MANAGEMENT SDN BHD)**

No.1, Jalan Wangsa Delima 7, 53300 Kuala Lumpur.  
Tel: 03-27119088 Email: residensiwangsamasm@gmail.com



**BULK MOVE IN/OUT APPLICATION FORM**

(Shall apply within 2 working day before bulk move in/out scheduled)

Date : \_\_\_\_\_  
Name of Applicant : \_\_\_\_\_  
Unit No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Purpose : \_\_\_\_\_

1. I /We, wish to request for permission for "Bulk Moving In/Out from \_\_\_\_\_ to \_\_\_\_\_ (Date). Limited **maximum** within 2 consecutive days.
2. Refundable deposit payment of **RM200.00** shall be made prior to moving in/out.
3. The owner, tenant or their appointed contractor has to unload their goods at the designated loading/unloading area.
4. Disposal of bulk waste at refuse rooms or anywhere in the common area are strictly **prohibited**.

**I/We, understand the house rules, and Management enforces rules and regulations and agree to abide by it. I/We will undertake to provide full and total protection to the public, common area, shared facilities, etc before, during and after the bulk move in/out. I/We, will be held responsible for reinstatement cost to damage of any common property area, shared services, removal of debris or left-over waster material due to cause of my contractor or (and) me/us. Management authorized to charge and bill me/us for such damages and service cost on removal of left-over waste material/debris. Management has the full right to deduct the deposit and impose penalty to me/us for any non-compliance.**

**Particulars of Contractor**

Name of Company : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contractor Name : \_\_\_\_\_  
Contractor Contact No. : (O) \_\_\_\_\_ (H/P) \_\_\_\_\_  
Vehicle Registration No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant



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===== OFFICE USE ONLY =====

<b>Deposit Collected (RM)</b>		<b>Cash / Cheque / IBFT No.</b>	
<b>Date Received</b>		<b>Official Receipt No.</b>	
<b>Verified by</b>		<b>Approved by</b>	
<b>Remarks</b>			

**MOVE IN/OUT PROCEDURE**

**Monday – Saturday 9.00am to 5.00pm**

- a) Moving-in and moving-out is restricted to during Working Hours. Moving-in notice or moving-out notice must be given to the administration office at least **2 calendar days** prior to the proposed date.
- b) The Purchaser or its contractor has to unload their goods at the designated loading/unloading area. **Unloading at the main entrance is strictly prohibited.**
- c) **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 for 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 properly protected against scratches and damages.
- d) The Purchaser shall also be held responsible for making good of **any damages to the Building** arising from moving goods into or out of the Building.
- e) The Purchaser must ensure that the **common areas and common properties are protected** while moving or shifting of heavy items or furniture, etc.
- f) The Purchaser undertakes that the **common areas and common property shall not be damaged** in the course of such moving or shifting and the Purchaser shall be solely and fully responsible for the cost and expenses to repair and make good any damage which may cause in the process of moving or shifting.
- g) The Purchaser is required to place a deposit of **RM200.00** before any bulk deliveries or removal can be permitted. Deposit will be refunded free of interest subject to deductions for any cost incurred to remedy any damage caused to the common area or common property.
- h) **Not cause damage or deface to any part of the Building and common areas** while moving any furniture or equipment, and shall repair and make good or to pay to the Developer the cost of making good of such damage or defacement. The moving of heavy items into/out of the housing accommodation and/or the Building is subject to the applicable rules and regulations.