

RIANA GREEN EAST JOINT MANAGEMENT BODY (RGE JMB)

A-M-1 Riana Green East Condominium

No 11 Jalan Wangsa Delima 7, Wangsa Maju 53300 , Kuala Lumpur

Tel : 03 4131 0166 Fax : 03 4142 0265

E-mail: rge.managementoffice@gmail.com

MOVING IN (DELIVERY) / OUT (REMOVAL)

PARTICULARS OF APPLICANT

Name's & I.C No. / Passport No :	Unit No. & Tel No :
Mover Company Name & Tel. No :	Lorry Registration No :
Commencement Date & Time :	Completion Date & Time :

PARTICULARS OF MOVERS

No	Company , Name & Address	I.C No/Passport No	Tel. No.
1			
2			
3			
4			
5			
6			

TERMS & CONDITION

- 1 The Management shall be informed at least three (3) days in advance of any moving of large items or furniture whether or not involving a professional mover.
- 2 Occupant's shall ensure that the common area is not damaged in the course of such moving. In the event damage is caused, the respective Occupant's shall be liable for the cost of repairing such damage and / or shall reimburse the Management in respect of such costs incurred in relation to such repair upon receipt of a notice in writing of the same.
- 3 A Specified refundable security deposit shall be paid to the management prior to the removal. Any moving shall be carried out only during the specified hours permitted by the Management.
- 4 Tenant's of the Building needs to obtain a letter of consent on the moving in/out from his landlord prior to the moving in/out.
- 5 Occupants/Movers shall only used Bomba Lifts.
- 6 Moving in and out on SUNDAY / PUBLIC HOLIDAY is not allowed.
Moving In and Out Hours : Monday to Friday - 9.00am - 5.00pm , Saturday - 9.00am-1.00pm
- 7 Owner / Occupant have to pay a sum of RM1,500.00 as the moving in / out deposit.
- 8 All empty boxes and packaging material must be removed immediately by mover from the unit and out of the building. Dumping them at floor refuse room is strickly prohibited.

Signature of Owner's / Tenant's

I/C No :

Date :

Tel No. :

* Delete where not applicable

(FOR OFFICE USE)

Deposit Paid RM : _____ Cheque No : _____ Receipt No: _____

Verified By :

Date:

Approved By:

Date: