



MOVING IN/OUT APPLICATION FORM

APPLICANT DETAILS	
Unit / Lot No.	:
Status	: Owner / Tenant
Name	:
Contact No.	:
NRIC / Passport No.	:
Email	:
Date	:

TRANSPORTER'S PARTICULAR	
Company Name	:
Person In Charge	:
Contact No.	:
NRIC / Passport No.	:
Vehicle Registration No.	:
Date	:
Time	:

IMPORTANT NOTES

1. Notice of moving in/move out to be given to the Management at least **THREE (3)** working days in advance or such period as determine by the Management of any moving involving a professional mover or large items of furniture.
2. The Owner/Resident/Tenant shall be required by the Management to pay a refundable deposit amounting to RM300 before such permit can be issued. Please make payment via online banking refer as below detail and please email to:
Account Bank : PUBLIC ISLAMIC BANK BERHAD
Account Name : KEMUDI EHSAN SDN BHD(SC)
Account No : 3821976714
Email : pmritmaperdana@gmail.com
3. The moving in/moving out to be carried out on:
 - **Monday – Saturday : 9.00 A.M. to 5.00 P.M.**
 - **Sunday : 9.00 A.M. to 1.00 P.M.**
 - **Public Holiday : NOT ALLOWED**
4. The Management reserves the right to refuse the admission or shifting out unless the person is seeking access properly identified to the Management and security guards on duty

DECLARATION
I/We hereby agree to abide all above stipulated terms and conditions and also agree that the deposit is subject to retention, to the extent of which will be decided by the Management Office, should I fail to adhere or comply with the terms and conditions
Signature :

Name :
Date :



RITMA PERDANA,
MANAGEMENT OFFICE, PUSAT KOMUNITI, JALAN RITMA 2/2,
RITMA PERDANA, LBS ALAM PERDANA,
42300 BANDAR PUNCAK ALAM,
SELANGOR DARUL EHSAN.
Email: pmritmaperdana@gmail.com

Contact: 012-9986758



FOR OFFICE USE ONLY	
Acknowledgement of Application Moving In/Out	
Received By	: _____
Date	: _____
Signature	: _____
APPROVED BY	

Name	:
Date	: