



RIVERVILLE RESIDENCES

Pejabat Pengurusan, G-01, Residensi Riverville,
No.6, Jalan Taman Sri Sentosa, 58000 Kuala Lumpur.

riverville
RESIDENCES

Tel : 03-7499 0069 WhatsApp Only: 016-744 0069 Email : rivilleresidency@gmail.com

MOVE IN / OUT APPLICATION FORM

Unit No.	:		Common Facilities	:	
Move In Date	:		Move Out Date	:	
Move In Time	:		Move Out Time	:	

Owner's / Resident's Particulars

Owner Tenant

Name	:		Contact No.	:	
Email	:		NRIC/Passport No.	:	

Transporter's Particulars

Company Name	:		No. of Workers	:	
Person in Charge	:		NRIC/Passport No.	:	
Contact No.	:		Vehicle Registration No.	:	

Terms and Conditions

1. Notice of moving in/out is to be given to the management at least 3 working days prior to the intended moving date.
2. The management reserves the right to refuse entry to any mover, if requisite notice has not been given to the management.
3. The moving in/out is to be carried out from 9:00am to 5:00pm between Monday-Friday, 9:00am to 1:00pm on Saturday, excluding Sunday and public holiday unless prior written approval from the management has been obtained
4. A deposit of RM500.00 is applicable to the Move In / Out application.
5. By submitting this form, I/We hereby agree that the management may collect, obtain, store and process my/our personal data that I/We provided in this form for the purpose of considering my/our application / registration as described in this form.
6. I/We hereby give my/our consent to the management to:
 - a. Store and process my/our personal data.
 - b. Disclose my/our personal data to the relevant government authority / third parties where required by law or legal purposes.
 - c. Disclose my/our personal data to the necessary Management Corporation or the authorized by the residents of the applicable stratified development community to take over the management of the stratified development form the Riverville Residency Management.
 - d. In addition, my/our personal data may be transferred to any company within Riverville Residency Management which may involve sending my/out data to a location outside Malaysia. For the purpose of updating or correcting such data, I/We may at any time apply to the company and/or Riverville Residency Management to have access to my/our personal data which are stored by the Rivervale company and/or Riverville Residency Management. For the avoidance of doubt, personal data includes all data defined within the Personal Data Protection Act 2010 including all data I/We had disclosed to the company and/or Riverville Residency Management in this form.

Owner's/Tenant's Signature
Date:

Transporter's Signature
Date:

For Office Use Only

Tenancy Agreement (Move In)

Attended & Acknowledged By	Payment Received	Approved By
Name:	Cash:	Name:
Date:	E-Wallet:	Date:
Signature:	Cheque No.:	Signature:
	Official Receipt No.:	
	Date:	
	Remarks:	