SENTUL POINT SUITE APARTMENTS
BC-G-13A, Puncak Sentul,
No.8, Jalan Sentul Perdana,
51000, Kuala Lumpur.
Tel   : +603-2701 1348/49 / HP: +6019-296 9588
Email : sentulpointmo@gmail.com

SHIFTING IN / OUT NOTIFICATION FORM

To:

Management Office
Sentul Point

Block / Unit No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

OWNER'S DETAILS (*Compulsory field)
* Name: ⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* NRIC No./Passport No./Co.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
*Address:
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⎽⎽⎽

*Tel. No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽ *Mobile NO.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽ Email :⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
Emergency Contact Person⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽Tel No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
Address:
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TENANT'S DETAILS (*Compulsory to fill in)
* Name: ⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* NRIC No./Passport No./Co. No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
*Address:
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⎽⎽⎽

*Tel. No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽ *Mobile NO.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽ Email :⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
Emergency Contact Person⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽Tel No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
Address:
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SHIFTING IN / OUT DETAILS (*Compulsory field)
* Date : ⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* Time : From⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽To ⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* Mover's Name : ⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* NRIC No./Passport No./Co, No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* Mobile No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽
* Transport Vehicle Reg. No.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽Type.⎽⎽⎽⎽⎽⎽⎽⎽⎽Make.⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽

Description of Goods to move in and out.

ITEM	DESCRIPTION OF GOODS	QUANTITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

 # Please attach separate list if description of goods exceeds the space.

SHIFTING IN / SHIFTING OUT RULES

1. The Management Company shall be informed in writing at least 7 days in advance of any move in or out of the Building/Development or Unit involving a mover or large items in order to maintain proper scheduling and monitoring. No person shall use the lifts for the moving in or removal of furniture or large or bulky items without the prior written permission from the Management Company.

2. All moving in and shifting out shall be carried out only during the hours permitted by the Management Company as below:-

Mondays to Fridays   - From 9.00 a.m. to 5.00 p.m.
Saturdays   - From 9.00 a.m. to 1.00 p.m.
Sundays and Public Holidays - Not permitted

3. The Owner/Tenant shall ensure that the Common Areas and/or Common Property are not damaged in any manner during the course of such moving in and shifting out.

4. The owner/occupant and his/its workmen and servants shall observe, check and not exceed the maximum capacity for the designated service lift before using it

5. The weight of the goods transport vehicle/lorry shall not exceed 1 ton and its height shall not exceed 2.1m.

6. The Management Company may at its absolute discretion subject all goods from the Building/Development/ Unit to be inspected and may refuse entry/exit of the goods.

7. The Management Company reserves the right to amend, alter, and change any of these rules from time to time,, necessary or expedient without any notice or reference to the Owner/Tenant and shall not be held liable in any manner or whatsoever and howsoever in respect of any claim whatsoever including but not limited to negligence, damages, fires, thefts, accidents, etc.

8. These Rules are not comprehensive and the Owner/Tenant should refer to the Management Company for any clarification.

OWNER'S/TENANT'S OBLIGATIONS

The Owner/Tenant hereby confirm(s) that he/they have read the "Shifting In / Shifting Out Rules" stated herein and the House Rules and Regulations and shall abide and comply with them as well as all instructions, orders, directives given by the Management Company in respect of thereof.

The Owner/Tenant shall be responsible for all or any damage or injury to any part of the Common Area or Common Property or persons caused by them or their family members, lessees, visitors, licensees, guests, employees, servants, agents and any persons permitted or authorized or deemed to be permitted or authorized by the Owner, Tenant or Management Company to enter, use or occupy the Building/ Development/Unit or parts thereof and shall indemnify and keep the Management Company indemnified against all losses, damages, claims, cost and expenses brought or arising from any action or proceedings in relation to the Unit and in determining liability, the Management Company shall have the absolute right, in the absence of clear proof, to determine the Owner's liability based on the Management Company's assessment.

_____   _____
Owner's Signature   Tenant's Signature
Date: Date:
Company rubber stamp   Company rubber stamp

FOR MANAGEMENT OFFICE USE

Processed By : **Admin Assistant**	Approved By: **Building Manager or Building Executive**	Acknowledged By: **Security Guard**
Signature:	Signature:	Signature:
Name:	Name:	Name:
Date:	Date:	Date: