

## **MOVING IN / OUT & DELIVERY FORM**

☐ **MOVING IN**
☐ **MOVING OUT**
☐ **DELIVERY**
**Name** : .....

**Owner** ☐ **Tenant** ☐
**Unit** : ..... **HP No.:** .....

**Description of Item** : .....

**Date** : .....

**Time** : **From** ..... **to** .....

**Driver Name** : .....

**Lorry Plat No.** : ..... **Driver No. :** .....

**DEPOSIT PAYMENT** : ☐ **DEPOSIT RM 500.00 (Security Deposit)**

Notes :

1. A security deposit of **RM 500.00** is required made payable to **JMB SERINI MELAWATI** which is refundable free of interest upon the completion of moving in / out or delivery.
2. The deposit will be used to offset any damages or losses to any party of the building common area (if any), and the balance of the deposit will be returned to the owner.
3. Owner to ensure that all rubbish being disposed out from Serini Melawati. Any rubbish from the moving in / out or delivery found within the compound, will be disposed by the Management and all cost incurred from the removal will be deducted from the deposit.
4. Owner to inform movers/contractors/suppliers to use only Bomba lift. A penalty of RM 200.00 per offence will be penalized to owner if the movers / contractors / suppliers breached the rules.
5. Only 1-tonne lorry is allowed for loading/unloading. Please consult to the Property Manager for details.

IMPORTANT NOTICE	
<b><u>Operation Hours As Schedule Below :-</u></b>	
DAYS	TIME
MONDAY TO FRIDAY	9.00AM TO 5.00PM
SATURDAY	9.00AM TO 1.00PM
SUNDAY AND PUBLIC HOLIDAY	NOT ALLOWED

I hereby have read and agreed to the terms stipulated as above :-

SIGNATURE

NAME :

DATE :

**MANAGEMENT OFFICE USE**

Approved and Received by,

Name :

Date :

Cash / Cheque :

**REMARKS**

Refund to,

Name :

Date :