

JMB SILK RESIDENCE

PEJABAT PENGURUSAN JMB SILK RESIDENCE

JALAN SUTERA, LEBUHRAYA SILK,
43200 CHERAS SELANGOR (0103/2018)

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MOVING IN / OUT SECURITY CLEARANCE

Unit No : _____ Moving In ☐ Moving Out ☐
Name : _____ Owner ☐ Tenant ☐
phone No : _____ Telephone Moving : _____
Date Moving : _____ Time Moving : _____

☐ Complete Move

☐ Household Items Only

Name of Professional Mover : _____
Mover's Contact No. H/P : _____ Office : _____

Terms and Conditions: -

1. One day prior notice must be given to Management Office for moving.
2. All moving shall take place on **Monday to Friday 9.00am to 5.00pm ONLY** and **Saturday 9.00am to 1.00pm ONLY** strictly **NO** moving on Sundays and Public Holidays, and abide the house rules.
3. Deposit of **RM500.00** to the management in advance before any moving in or out of the premises. Deposit will be refunded if the Security Officer satisfied after checking on any damage and cleanliness. Waste disposal should not to be thrown around common area and management reserves a right to forfeit deposit.
4. The deposit shall be refunded by the management to the applicant after mover complete with moving out/in stuffs. Please collect the deposit from Management Office.
5. Should any incident of loss, theft or other mishap found during or after the transaction, the management will not hold any responsibility.
6. Resident should give a full cooperation to the security officer to monitor the shifting movement.

I / We hereby accept and agreed to the above terms and conditions herein.

Name:

Date :

FOR OFFICE USE ONLY

Approved by : _____ Date : _____
Deposit Receipt No : _____ Deposit Amount : _____
Remarks: _____

FOR SECURITY ONLY

ENTRY

Inspected by : _____
Date and Time : _____
Comment : _____
Signature : _____

EXIT

Inspected by : _____
Date and Time : _____
Comment : _____
Signature : _____

After completed move in / out,

Tenant / Owner

Sign by : _____ Date : _____ Amount : _____

Officer

Sign by : _____ Date : _____ Amount : _____