



Springville Residence JMB,  
Persiaran Dr. George Lim Ah Soo,  
Taman Equine, 43300 Seri Kembangan, Selangor  
Tel: 03 8657 0969/017 407 0727 Email: [springvillemgmt@gmail.com](mailto:springvillemgmt@gmail.com)

## MOVING IN/ OUT/DELIVERY APPLICATION FORM

Date \_\_\_\_\_

☐

MOVING IN

☐

MOVING OUT

☐

DELIVERY

☐

TAKE OUT OF GOODS

### APPLICANT DATA

Name of owner / Tenant (must be authorised) \_\_\_\_\_

Unit No. \_\_\_\_\_ Tel No. (H) \_\_\_\_\_ (HP) \_\_\_\_\_

Email Address \_\_\_\_\_

### APPOINTED CONTRACTOR / COMPANY DATA

Name of company \_\_\_\_\_ Person in charge \_\_\_\_\_

Designation \_\_\_\_\_ Tel No. (O) \_\_\_\_\_ (HP) \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Type of Contents \_\_\_\_\_

(Household goods, furniture, air conditioner, kitchen appliances, etc.)

### TERMS AND CONDITIONS

In applying for approval, the owner / tenant and contractor / mover undertake to abide by and be subjected to the following terms and conditions.

The owner / tenant is required to apply for a written consent from The Management to move in / out / delivery of contents at least 5 days in advance.

1. The owner/tenants must place a **Refundable deposit RM 300.00** before moving in/out/delivery.
2. Kindly collect deposit within 48 hours after moving in/out completed. If not, Management will bank in and owner/tenant had to wait a month to get their deposit by Cheque.
3. Tenant is required to seek written consent from owner to move out.
4. A list of contents, where possible, should be attached to this application for security check purposes.
5. The appointed contractor must be accompanied by the applicant or his / her nominated person in charged at all times.
6. Moving in / out / delivery of household contents from the respective unit is strictly restricted to the following hours:-

- Monday – Friday : 9.00 am to 5.00 pm
- Saturday : 9.00 am to 1.00 pm
- Sunday & Public Holiday : Not allowed

**Bank Info : Public Bank account : 3206-714-529 (Springville Residence JMB)**



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7. Only service lift shall be designated by the management for the transit of contents. Other lifts cannot be used unless with the written permission from the management.
8. The owner or tenant shall ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents.
9. Mover's vehicles, containers and / or contents must not obstruct other vehicles and residents when carrying out their functions / activities. They are not allowed to park their vehicles within the building during the night, holiday and festive seasons.
10. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the management.
11. Upon the completion of the works, the applicant shall inform the management, its agents or servant for a joint inspection of the related lift lobbies / common.
12. In the event that any debris is not cleared, and / or any of the common property is found damaged, the management reserves the right to remove such debris and / or conduct all necessary repairs respectively. The cost of such removal or repair works shall be paid by the respective unit owner.
13. Other rules contained in the 'House Rules of Springville Residence' will apply.

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I, the undersigned, confirm that I have read and fully understood the terms and conditions herein and shall comply with the above accordingly: -

Signature of owner / authorised tenant \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ NRIC / Passport No.: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		<b>Approved by :</b>	
<b>RECEIPT OF DEPOSIT</b>		<b>Date :</b>	
Payment Received	RM	Cash / Cheque *	Cheque No.
Official Receipt No.	Date Received		Receipt By
<b>REFUND OF DEPOSIT</b>			
Amount Refunded	RM	Cheque No	Date Refunded
Amount Withheld	RM		
Reasons for Deductions :-			

**Approved / Disapproved**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Designation \_\_\_\_\_

**Work Completed**

Inspection by \_\_\_\_\_ Condition Common Area \_\_\_\_\_