



## SRI PENAGA MANAGEMENT CORPORATION

33-01-1 Sri Penaga, Jalan Medang Serai, Bukit Bandar Raya, 59100 Kuala Lumpur.

Tel: 03-20925392, 03-20925249

Email: [admin@sripenaga.com](mailto:admin@sripenaga.com) Website: [www.sripenaga.com](http://www.sripenaga.com)

### NOTIFICATION OF MOVING IN /OUT

#### PARTICULARS OF APPLICANT

Name			Proprietor / Tenant
Apartment No.			Moving In / Moving Out
Name of Movers			
Tel No. of Mover		Lorry Registration No.	
Person In Charge		NRIC/ Passport No.	
Cheque No.		Expiry Date	
Move Date		Commencement Time	

#### PARTICULARS OF MOVER'S WORKER

No.	Name	NRIC/Passport No
1.		
2.		
3.		
4.		
5.		
6.		

#### DECLARATION

In applying for the Management approval, the Proprietor and Mover undertake to abide by, and be subject to the Management's terms and conditions as follows:-

1. Notification of moving in/ out is to be made on the appropriate forms, preferably 7days before the intended moving date. A minimum of 24 hours notice is Mandatory for security reasons.
2. A deposit of RM1,000.00 is to be lodge with the Management Office upon notification of moving. The Management reserves the right to deduct a sum of money from the deposit collected, at its sole discretion, for any damages cause to the common property in the process of moving or failure to clear decries quickly. Deposit can be made in form of cash or cheque.All cheques made to payable to Sri Penaga Management Corporation.
3. If the said deposit is in sufficient to cover the full cost of the removal of debris or repairs of damages, then the Management reserve the right to recover the full cost of the repairs/ removal of debris from the Proprietor/ Tenant.
4. Moving in/out is not encouraged outside the office hours (i.e before 9.00am or after 5.00pm during weekdays).
5. Only one (1) lift may be used for removal purpose.
6. **Rubbish collection for Block 37 is at 10.30am to 11.30am and Block 33 is at 11.30am to 12.30pm.**
7. Upon the completion of the works, the Proprietor / Tenant shall inform the Management. A joint inspection of the lobbies/ common areas will be carried out.
8. The Management reserves the right to refuse entry any mover, if the has not been property registered for the purpose.
9. Proprietors should first issue a letter to the Management confirming the particulars of their tenants prior to moving in.



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I undersigned confirmed that I have read the terms and conditions herein, and that duly understand that I shall be liable any such terms and conditions:-

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature of Movers

\_\_\_\_\_  
Company Stamp

FOR OFFICIAL USE ONLY				
Payment Received	RM	Cash/ Cheque	Cheque No.	
Received By				
Date Received				
Amount Refunded	RM		Cheque No.	
Date Refunded			Recipient's Signature	
Amount Deducted				
Reason for Deductions				