

APPLICATION OF MOVING

MOVING DATE		<input type="checkbox"/> MOVING IN <input type="checkbox"/> MOVING OUT <input type="checkbox"/> BULK ITEM DELIVERY
TIME	AM/PM	

* Please complete all the particulars before submitting to the Management.

OWNER/TENANT/REPRESENTATIVE DETAILS

UNIT NO.			
NAME			
CONTACT NOS. (H/P)			
NAME OF MOVER			
CONTACT NO.		LORRY NO.	
PERSON IN CHARGE		NRIC/ PASSPORT NO.	

ITEM DETAILS				
NO.	DESCRIPTION	SPEC/SIZE	QUANTITY	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				

MOVER'S WORKERS DETAILS

NO.	NAME OF WORKER(S) AS PER I.C./PASSPORT	NRIC/PASSPORT NO.
1		
2		
3		
4		
5		

DECLARATION

In applying for the Management's approval, I/We *the owner/tenant/mover hereby undertake to abide by and be subject to the Management's terms and conditions as follows:-

- 1) Where Tenants are concerned, owners should first notify the Management confirming the particulars of their tenants before their tenants can arrange to move in.
- 2) Notification of moving in/out has to be made on the appropriate form, preferably **7 days** before the intended date. A minimum of **24 hours' notice is mandatory** for security reasons.
- 3) A refundable deposit of RM 500 is required and the deposit is to be made payable to **PERBADANAN PENGURUSAN ST. MARY (CIMB BANK- 8001572754)** and handed over to the Management prior to the commencement of the moving works. The Moving In/Out Deposit will be banked in after **three (3) days** should it not be collected within three (3) days of the moving works and subsequently refunded within **thirty (30) days** free of interest after the moving works are completed subject to clause for below. Only cheques and online transfer payment will be accepted.
- 4) Upon notification of the move, the Management reserves the right to deduct a sum of money from the deposit collected, at its sole discretion, for any damages caused to the common property in the process of moving. Kindly remove any debris created and exercise due care and consideration to the common areas and private properties.
- 5) The Management reserves the right to refuse entry to any mover if they have not been properly registered for the purpose.
- 6) The **Bomba lifts** are used for moving personal effects, etc. of residents. Please take note that movers are **STRICTLY NOT ALLOWED** to make use of the passenger lift. Do ensure that the Bomba lift is kept clean.

PLEASE NOTE THAT FAILURE TO ADHERE TO THE ABOVEMENTIONED CONDITIONS MAY RESULT IN YOUR DEPOSIT BEING FORFEITED.

I/We have read and hereby agree to the abovementioned terms and conditions.

Owner/Tenant/Representative
NAME:
DATE:

Signature of Mover
NAME:
DATE:

FOR MANAGEMENT OFFICE USE ONLY

RECEIVED BY:

Name: _____ Date Received: _____

RM _____ ☐ Cash ☐ Cheque No./Bank: _____

APPROVED/REJECTED BY:

Name: _____ Date: _____

REFUND OF DEPOSIT:

Name: _____ Amount Refunded: **RM** _____

NRIC/Passport No : _____ Date Refunded: _____

Receiver Signature: _____

Reasons for Deduction(s) of Deposit: _____