

THE GRAND @ KELANA DAMANSARA SUITE
Managed by PMC Facilities & Real Estate Sdn.Bhd

NOTIFICATION OF MOVE IN / OUT

Unit No :

Move In <input type="radio"/>	Move Out <input type="radio"/>
Date :	Date :
Time :	Time :

Owner's Particular	
<input type="radio"/> Owner <input type="radio"/> Tenant	
Name :	NRIC/Passport No :
Email :	Contact No :
Transporter's Particulars	
Company Name :	No. of Workers :
Person In Charges :	NRIC/Passport No:
Contact No :	Vehicle Reg No :

IMPORTANT

Notice of moving in/out is to be given to the Management at least three (3) working days prior to the intended moving date.

The Management reserves the right to refuse entry to any mover, if requisite notice has not been given to the Management.

The moving in/out is to be carried out from 9am to 5pm (Mon-Fri) and 9am-1pm (Sat) excluding Sundays and Public Holidays unless prior written approval from the Management has been obtained.

Deposit of RM200.00 will be charged and refundable after inspection & satisfy by the management representative.

Owner's Signature

Date :

Tenant's Signature

Date :

FOR OFFICE USE ONLY

Attended by :

Date :

(Frontline)

Approved by:

Date :

(Manager)

Acknowledge by:

Date :

(Security Officer)