

THE PARK SKY RESIDENCE

Security Clearance

- 1) Moving In () / Moving Out ()
- 2) Delivery In() / Delivery Out ()
- 3) Servicing / Repair ()

APPLICANT DETAILS

Date: _____

Name of Owner /Authorised Tenant _____

Unit No. _____ Tel No. (H) _____ (HP) _____

Email Address _____

APPOINTED CONTRACTOR/COMPANY DETAILS

Name of Company _____ Person in Charge _____

Designation _____ Tel No. (O) _____ (HP) _____

Description: Moving in/Moving out (delete where not applicable)

Vehicle Registration No. _____ Date _____ Time _____

Type of Contents _____

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

TERMS AND CONDITIONS

In applying for approval, the Owner and/or Tenant, Contractor and Mover undertake to abide by and be subjected to the following terms and conditions.

1. The Owner is required to apply for a written consent from the Management for himself/herself or his/her tenant to move in/out of contents at least **two weeks in advance**.
2. Tenant is required to seek a written consent from Owner and provide to the Management at least **three (3) days in advance** to move out.
3. A list of contents, where possible, should be attached to this application for security check purposes.
4. The appointed contractor must be accompanied by the applicant or his/her nominated person in charged at all.
5. Moving in/out of premises contents from the respective unit is strictly restricted to the following hours:-
 - **Monday— Friday : 9.00 am to 5.00pm**
 - **Saturday : 9.00 am to 1.00pm**
 - **Sunday & Public Holiday: Not allowed**
6. Refundable deposit is required for the following :
 - i. Move in/Out - **RM 500.00**
 - ii. Delivery in/out-**RM100.00.**

Please made payment in favor of

7. The Owner and/or tenant shall ensure that they use only the designated lift for the transit of contents carried in/ out and will not in any way cause any nuisance to any other occupants.
8. Mover's vehicles, containers and/or contents must not obstruct other vehicles and occupants when carrying out their functions/activities. They are not allowed to park their vehicles within during the night, holidays and festive seasons.
9. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the Management.
10. Upon the completion of the works, the applicant shall inform the Management, its agent or servant for a joint inspection of the common areas.
11. 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 deducted from the Restoration/Reinstatement Deposit.
12. If the said deposit is insufficient to cover the full cost of repair works, the Management reserves the right to recover the remaining costs of the repair from the applicant after deducting from the said Restoration/Reinstatement Deposit.

Signature of Owner/
 Authorised Tenant _____ Date _____

Name _____ NRIC/Passport No _____

FOR MANAGEMENT OFFICE USE ONLY

Deposit : RM _____

Cheque No. _____

Received By _____

Approved/Disapproved Remark

Authorised Signature _____ Date _____

Name _____ Designation _____