



DELIVERY OR MOVING IN / OUT APPLICATION FORM

Name of applicant	:	Owner Tenant Agent
Unit No.	:	Contact Number :
Email	:	
Date of Delivery / Move	:	Time :
Description	Delivery IN OUT	Moving IN OUT
Item	:	

TIME SLOT

Monday – Friday (3 SLOT)	: <input type="checkbox"/>	9:00am – 12:00pm	: <input type="checkbox"/>	12:00pm – 3:00pm	: <input type="checkbox"/>	3:00pm – 5:00pm
Saturday (2 SLOT)	: <input type="checkbox"/>	9:00 am – 11:00 am	: <input type="checkbox"/>	11:00 pm – 1:00 pm		

Mover's Particulars: -

Company's Name	:		
Company's Contact No.	:		
Company's Address	:		
Person In Charge (Name)	:	NRIC No.	:
Contact No. (Person In Charge)	:		
Vehicle Registration No.	:		

TERMS & CONDITIONS (MUST READ):

- PLEASE APPLY 7 DAYS IN ADVANCE TO AVOID ANY SLOT CLASHES FOR MOVING / DELIVERY IN/OUT. All application form must be submitted to the Management Office at least 2 days in ADVANCE during working hours prior.
- Delivery or Moving in / out time is **only allowable from 9.00 A.M. to 5.00 P.M. (weekdays); 9.00 A.M. to 1.00 P.M. (Saturdays);** or such other time as the Management may specifically allow. **Sundays and public holidays** are strictly **NOT allowed**.
- While moving in / out, the residents must ensure that common areas and common properties are not damaged. The residents shall be deemed responsible for any cost to make good any such damages.
- For **moving in / out**, a refundable security deposit fee of **RM500.00** must be lodged with the Management Office together with this form.
- For **delivery in / out**, a refundable security deposit fee of **RM250.00** must be lodged with the Management Office together with this form.
- Please make all cheques payable to **BADAN PENGURUSAN BERSAMA SCOTT GARDEN**.
- The deposit will be returned once the Management is satisfied that no damage to common areas has occurred.



- The deposit will be forfeited full amount if there has any breach of by-laws during the movement activities.
- If there is appointment of any mover, please provide the full information at the mover's particulars.
- All movement activities beyond the unit's boundary are subjected to supervision by the Security Guards / Management Staff. Owner / tenant are to ensure that their appointed mover's operators comply with the delivery or moving in / out requirement.
- Any unauthorized car parked along the traffic ways at surround of The Scott Garden or obstructing the free traffic flow shall be clamped. The clamp release is RM50.00 per vehicle.
- For moving out's tenants, a Letter of Consent from the unit's owner is required to avoid any unnecessary misunderstanding and inconveniences.

I/We have read the Scott Garden House Rules and the Terms & Conditions and agree to confirm to all conditions specified.

Applicant's Signature

Name : _____

Date : _____

ON-LINE OR DIRECT BANK-IN Payment Procedures

PAY TO:

Name of Account :
BADAN PENGURUSAN BERSAMA SCOTT GARDEN

Name of Bank : CIMB
Bank Account No : 8009555420

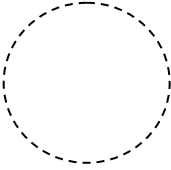
After completion of your direct bank-in kindly email to us the following information :

- 1) Copy of Bank Transfer / Bank-in Slip**
- 2) Name of Owner & Contact number**
- 3) Unit Number**

Email address :
soho@thescottgarden.co / accountsoho@thescottgarden.co



FOR OFFICE USE ONLY:

<p>Received & checked by:</p> <p>_____</p> <p>Name : _____</p> <p>Date : _____</p>	 Official Stamp	<p>Renovation Deposit Received (RM) : _____</p> <p>Receipt no.: _____</p> <p><input type="checkbox"/> CC : _____</p> <p><input type="checkbox"/> Cheque : _____</p> <p><input type="checkbox"/> DBI : _____</p>
<p><u>FOR SECURITY USE ONLY</u></p> <p>Receive by (Security) :</p> <p>.....</p> <p>Signature</p> <p>NAME :</p> <p>DATE :</p>	<p>Recommendation/Remarks: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

DEPOSIT REFUND		
<p>Refund Requisition: -</p> <p>Amount (RM) : _____</p> <p>Released date : _____</p> <p><input type="checkbox"/> Cheque : _____</p> <p><input type="checkbox"/> Online : _____</p> <p>(OWNER) Received by :</p> <p>_____</p> <p>Signature</p> <p>Name : _____</p> <p>Date : _____</p>	<p>Inspection Remarks :</p> <p>Cleanliness : YES / NO</p> <p>Any Damages : YES / NO</p> <p>Deduction of Deposit (if any) : _____</p> <p>_____</p> <p>_____</p>	
	<p>(TECHNICIAN/GUARD) Checked By:</p> <p>_____</p> <p>Signature:</p> <p>Name : _____</p> <p>Date : _____</p>	<p>(OFFICE) Approved By:</p> <p>_____</p> <p>Signature:</p> <p>Name : _____</p> <p>Date : _____</p>