



Level 1, Management Office, The Wharf Residence,
 Jalan Tasik Prima 6/2, Taman Tasik Prima, 47150 Puchong, Selangor.
 Tel: 03-8066 7660 Fax: 03-8066 7637 Email:

NOTIFICATION OF MOVING IN / OUT, DELIVERY OR DISPOSAL

PERMITTED TIME

MONDAY – FRIDAY : 9:00 AM – 10:30 AM (MINOR SHIFTING IN/OUT)
 1:00 PM – 5:00 PM (MINOR & MAJOR SHIFTING IN/OUT),
SATURDAY : 9:00 AM – 1:00 PM (MINOR & MAJOR SHIFTING IN/OUT)
SUN & PUBLIC HOLIDAY : NOT PERMITTED

(MAJOR) MOVING-IN <input type="checkbox"/>		(MAJOR) MOVING-OUT <input type="checkbox"/>		(MINOR) DELIVERY <input type="checkbox"/>		(MINOR) DISPOSAL <input type="checkbox"/>	
Name							Owner
							Tenant
Unit. No.			House/Mobile Tel. No.				
Mover / Delivery Comp. Name			Mover Vehicle No.				
Person In Charge			I.C. No.				
Contact Tel. No.			Start Time :				
Move Date :			Finish Time :				

TERMS AND CONDITIONS

1. Owners/Tenants shall inform the Management at least **One (1) Week in advance** of MOVING IN or OUT (major shifting) of the unit.
2. **For Delivery & Disposal** (minor shifting) of bulky items, the Management, without prejudice to the foregoing, shall also be informed at least **Three (3) working days in advance** of any shifting in/out involving large items of furniture and such like to enable the Management to make arrangement to avoid any inconvenience, disturbance or annoyance to other residents.
3. A refundable security deposit of RM 1,000.00 is payable to the "THE WHARF & BIZWALK JMB" prior to moving-in or moving-out, delivery or disposal of bulky item(s).
4. **The approval of the application is subject to the availability of the designated lift (if designated lift is under maintenance/breakdown, the booking will be forwarded to next available slot). The Management shall not be responsible for any uncertain breakdown of the designated lift.**
5. Any damage to common property due to the course of shifting in/out shall be borne by the Residents.
6. The Management reserves the right to deduct any necessary sums of money from the said deposit to defray the cost of administration, cleaning up, repairs, replacement and / or making good of any damages to the common property caused by the movers in the course of moving-in / moving-out, delivery or disposal of the bulky items.
7. When the moving-in/out, delivery or disposal work is completed, please fill in and submit the **Security Deposit Refund Form** to Management for processing. **(The security deposit will ONLY be refunded under the name of the cheque issuer.)**
8. The Management will refund your security deposit upon clearance of the inspection and Management's approval; the deposit will be released within fourteen (14) working days thereof and if no damages or debris found during the course of your work.
9. The Management reserves the right to revoke the shifting in/out permit if deems necessary and change the rules & regulations from time to time as and when necessary.

I hereby agree to abide by the Rules and procedures terms & conditions as set out in this application.

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Name:

.....
Date:

FOR MANAGEMENT OFFICE USE ONLY

Payment Received : Cash Cheque No. / Bank : _____ Amount (RM) : _____ Receipt No. Issued : _____ Date : _____ Approval : <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Approved by: Signature : _____ Name : _____ <div style="text-align: center;">BM/BE/AE/AA</div> Remark : _____ _____ _____
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CONTRACTOR PARTICULARS

COMPANY'S NAME:

No.	Name	I.C. No. / Passport No.	Trades
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

REMARK :