

**BADAN PENGURUSAN BERSAMA RESIDENSI DAMAI MERIAH (0408)**

Unit P2-1-11, Residensi Damai Meriah, No.2, Jalan PJU 10/1A,
Damansara Damai, 47830 Petaling Jaya, Selangor.
Telephone: +603-4065 5900 / 5901 Email: zizzpmo@gmail.com

NOTICE TO MOVE IN / MOVE OUT/ DELIVERY*

Unit No : _____ Block No. : _____
Name : _____ Contact No. : _____
Type of Parcel : _____ E-mail : _____

Status of Occupant: Owner / Tenant *

**Delete Where Not Applicable*

I wish to give you my notice to **move in to / move out/ deliver*** of the above parcel on the following date:

A. DATE OF MOVING IN / MOVING OUT/DELIVERY*

Date : _____

Duration of Work : Start : _____ End: _____

Moving in / out / delivery of household contents from the respective Parcel is strictly restricted in the following hours: -

- **Monday - Friday** : 9:00 am – 12:00 pm; 1:00 pm – 5.00 pm
- **Saturday** : 9:00 am – 1:00 pm
- **Sunday & PH** : Not Permitted

B. DETAILS OF THE MOVER

Company : _____

Address : _____

Name of Contact Person : _____

Tel No. : _____ Mobile Phone No. : _____

Lorry No. : _____

C. TERMS & CONDITIONS

In applying for approval, the Owner / Tenant and Contractor / Mover undertake to abide by and be subjected to the following ***Terms and Conditions (T&C):***

1. The Owner / Tenant is required to apply for a written consent from the Management to move in / out of contents at least **7 days** in advance. After approval, the Owner / Tenant is required to request for moving in / out entry pass from the Management.
2. The Owner / Tenant must place the sum of **Deposit RM500.00 (Refundable -move in/move out/ delivery) and Administration Fees RM50.00 (Non-Refundable - only for move in)** to be made payable to the **BADAN PENGURUSAN BERSAMA RESIDENSI DAMAI MERIAH (0408)**.
3. Cash term payment is preferred for Refundable Deposit to seamlessly process for refund. Online payment will require longer days to be refunded via Cheque, subject to clearance terms.
4. Kindly submit your **Refund of Deposit Request Form and Receipt of Deposit within 3 working days** upon completion of the moving in/out/delivery to collect the cash refund.

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5. The Tenant is required to seek **written consent from the Owner** to move out. A list of contents, where possible, should be attached to this application for security check purposes.
6. The appointed Contractor must be accompanied by the Applicant or his/her nominated person in charge at all times.
7. Only service lift designated by the Management shall be used for the transit of contents. Other lifts cannot be used unless with the written permission from the Management.
8. Mover's vehicles are allowed to park at the designated area only for loading / unloading goods purposes. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the Management.
9. All transit of contents **must be completed by 5pm (Mon-Fri) / 1pm) Sat**, or continue the next working day if unable to complete within the same day. **Strictly no move in/move out/delivery after the stated time.**
10. Upon the completion of the works, the Applicant shall inform the Management and its personnel for a joint inspection of the related lift lobbies / common areas.
11. **The Owner / Tenant shall not damage or deface any part of the Building and common areas while moving out any furniture or equipment and ensure that the transit of contents carried out will not in any way cause any nuisance to any other residents**
12. In the event that any debris is not cleared, and/or any of the common property is found damaged, the Management shall reserve the right to remove such debris and / or conduct all necessary repairs respectively. **The cost of such removal of debris and/or the repair works shall be paid by the respective unit Owner.**

D. SECURITY CLEARANCE

All goods to be moved out from the Building must get security clearance by showing duplicate copy of this form to the security guard on duty.

I, the undersigned, confirm that I have read and fully understood the terms and conditions herein and shall comply with the above accordingly: -

Tenant's Signature:

.....
Name :
Date :

Owner's Verification:

.....
Name :
Date :

FOR OFFICE USE ONLY			
RECEIPT OF DEPOSIT			
Payment Received	RM	Cash/Cheque/IBG/Rentas*	Cheque/Ref No:
Official Receipt No.		Date Received	Receipt by
REFUND OF DEPOSIT			
Amount Refunded	RM	Cheque No:	Date Refunded
Amount Withheld	RM		
Reason of Deductions:			