

BADAN PENGURUSAN BERSAMA TIARA INTAN APARTMENT [MPAJ04/7/4-44/2007]

Management Office Blok B Tiara Intan Condominium Jalan Bukit Indah 3/19, Bukit Indah,
68000 – Ampang, Selangor
Email : tintancondo@gmail.com, Tel: 03-42700125

MOVING IN / OUT SECURITY CLEARANCE

Unit No. : _____ Moving In Moving Out
Name : _____ Owner Tenant
Hand Phone No. : _____ Telephone No. : _____
Date Moving : _____ Time Moving : _____
 Complete Move Household Items Only

Name of Professional Mover : _____

Mover's Contact No. H/P : _____ Office : _____

Terms And Conditions

- 1) Tenant, please furnish us with Authorisation Letter from your owner.
- 2) All moving shall take place on **Monday to Friday 10.00am to 5.00pm, Saturday 10.00am to 1.00pm only** and strictly no moving on **Sunday and Public Holidays**, and abide the house Rules.
- 3) Only a one- tonne lorry is permitted in the premises. For complete move out with container, container is to be parked outside. Use of designated lifts only.
- 4) Deposit of RM300.00 to the management in advance before any moving in or out of the premises. Deposit will be refunded if the Security Officer satisfied after checking for any damage and cleanliness. Waste disposal should not to be thrown around common area and management reserves a right to forfeit deposit. The deposit shall be refunded by the management to the applicant one (1) month form the date request.
- 5) Shifting in or out duration is only allowed up to maximum of 9 hours per unit.
- 6) Should any incident of loss, theft or other mishap found during or after the transaction, the management will not hold any responsibility.
- 7) Resident should give a full cooperation to the security officer to monitor the shifting movement.

I / We hereby accept and agreed to the above terms and conditions herein.

Name :
Date :

FOR OFFICE USE ONLY

Approved by : _____ Date : _____
Deposit Receipt No. : _____ Deposit Amount : _____
Remarks : _____

FOR SECURITY ONLY

ENTRY		EXIT	
Inspected by :	_____	Inspected by :	_____
Date and Time :	_____	Date and Time :	_____
Comment :	_____	Comment :	_____
Signature :	_____	Signature :	_____