

MOVE IN/OUT & DELIVERY OF BULKY ITEMS APPLICATION FORM

Type of delivery (please tick)

☐

MOVE IN

☐

MOVE OUT

☐

BULK ITEMS

Name of applicant:

Unit No

Contact No.

Status:

*Owner / Tenant

(* please strike off whichever is not applicable)

Email address

Date

Time

Mover co. name

Name of person
in charge

I/C No

Contact No.

Vehicle No.

Email address

PARTICULARS OF ALL WORKERS

No.

Name of Workers

NRIC/Passport No.

1

2

3

4

Terms and conditions

- All residents must submit the application form to the Management not less than 2 days from the estimated date of moving in/out and/or delivery.
- A deposit of **RM1,000.00** will be charged and refunded after the Management is satisfied that there are no damages to the common properties and all rubbish are properly disposed of. If damages and rubbish are found, the cost of repair and clearing of rubbish including cleaning will be borne by the resident and deduct from the deposit.

Account Name : SCP (Balakong) Sdn Bhd.

Account No : 39500272968 Hong Leong Bank Berhad

Email to : traderspark.mo@gmail.com

Payment mode : Internet Banking (IBG) and Crossed Cheque

- To claim the refund of the deposit, the residents must present the original receipt to the management office and an inspection will be carried out by the Management's representative. Refund is within 7 days if no damages and rubbish are found.

- Delivery hours

Monday to Friday : 9.00 am to 5.00 pm

Saturday : 9.00 am to 12.00 pm

No delivery is allowed on Sunday and public holidays

*Owner's/Tenant's Signature

Details of payment:

1) By Cheque no : _____

2) By Online Transfer : _____

3) Amount : _____

Name :

Date:

RULES AND REGULATION FOR MOVING IN AND/OR OUR AND/OR DELIVERY OF BULK ITEMS

1.0 General rules

- (a) The Owner is expressly prohibited from carrying out any moving in/out or delivery of bulk items without first obtaining the consent in writing of the Management.
- (b) A refundable deposit of RM1,000.00 is required upon application.

2.0 Use of lifts :

Prior approval must be obtained from the management for approval of transport goods, furniture and renovation materials. The movers shall use only the designated goods lift to transport goods or furniture to the designated floors.

Please underline **YES / NO** : to use loading lift.

3.0 Waste disposal :

- a. Refuse of garbage must be placed in biodegradable plastic bag before being disposed into the refuse chambers. All wet refuse should be thoroughly drained, wrapped in newspaper and sealed in biodegradable bags to prevent dripping on the floor.
- b. Combustible substances such as paint and petroleum product shall not be placed in the trash containers. Heavy and bulky objects include glass objects must be carried to the trash container.
- c. Renovation material prohibited.
- d. The management should be notified at least 2 days in advance of moving of any heavy items or any moving involving professional movers. The movers must ensure that common area and common property are not damaged or deface in the course of such moving. The movers concerned shall repair and make good or pay to the management for the cost of making good such damage or defacement.

Declaration

- 1. I/we have read and fully understand the house rules on moving in and/or out and/or delivery of bulk items.
- 2. I/we will ensure that all rubbish will be disposed at our own accord and cost.
- 3. I/we will be fully responsible and will not hold the JMC or the management liable for any loss or damage to our property and belongings during the moving in/out.

SIGNATURE OF OWNER/TENANT

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FULL NAME :

DATE :