

**TREFOIL @ SETIA CITY**

**Badan Pengurusan Bersama TREFOIL @ Setia City**

No.2, Jalan Setia Dagang AH U13/AH

Setia Alam Section U13, 40170 Shah Alam, Selangor Darul Ehsan.

Management HP No : 019-259 8687      Email: trefoil.management@gmail.com

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**MOVE IN/MOVE OUT/DELIVERY/AIRCOND SERVICE**

Unit No: \_\_\_\_\_

To Unit No: \_\_\_\_\_

**Move/In/Out/Delivery or Servicing AirCond:**

Description of Items : \_\_\_\_\_

Date : From \_\_\_\_\_ to \_\_\_\_\_

Time : \_\_\_\_\_

**APPLIED BY:**

Owner : \_\_\_\_\_ Agent : \_\_\_\_\_ Tenant : \_\_\_\_\_

Name: \_\_\_\_\_

Contact No \_\_\_\_\_

Email: \_\_\_\_\_

Passport No: \_\_\_\_\_

**TRANSPORTATION DETAILS**

Company Name: \_\_\_\_\_

Vehicle No: \_\_\_\_\_

Person In Charge: \_\_\_\_\_

No of workers: \_\_\_\_\_

IC/Passport No: \_\_\_\_\_

**IMPORTANT NOTE**

1. Application needs to be made three (3) working days in ADVANCE and given to management office for approval.
2. The Management have all the rights to refuse entry to any movers, if request has not been done at Management office.
3. All activities carried out only from 9.00am to 5.00pm Monday to Saturday. Sunday and Public Holiday not allowed.
4. Refundable deposit RM200 is payable for MOVE IN/OUT
5. Only 1-ton open lorry is only allowed accessible to the basement any lorry which is more than 1 ton is not accessible to the basement.

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Applicant Signature

For office use

Attended by:	Approved by:	Acknowledgement by: