



UPTOWN RESIDENCES

No. 10, Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya.
Email: uptownresidences.mgt@gmail.com

APPLICATION FORM FOR MOVING IN / OUT – NOTIFICATION

Date: _____

RESIDENTS PARTICULARS

Name:	NRIC / Passport No:
Unit No:	Contact No:

MOVING ACTIVITIES

Please (√) where applicable

Moving In Moving Out Moving from Unit to Unit

Others (Please specify) _____

	Company / Movers	Vehicle No.	Date	Time		Service Lift Required
				From	To	
1.						
2.						
3.						



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Conditions :

1. Eligible Party

Only a Parcel Owner or a registered Tenant shall be entitled to complete, sign and submit a Moving Application.

2. Rules & Regulations

Rules & Regulations apply to all aspects of the Moving Application and shall bind all agents, contractors, employees and /or representatives of the Parcel Owner or Tenant (as the case may be). Without prejudice to the generality above, the directions and instructions of the Management and/or In-house Security shall be immediately complied with.

Residents shall submit the Moving Application form and Refundable Deposit to Management Office 3 working days in advance.

Deposit: RM 1,000.00.

All payment with cheque should be crossed to **Uptown Residences Joint Management Body.**

3. Permitted Work & Persons

Only persons expressly identified in Moving Application and approved of in writing by the Management and registered with In-house Security shall be permitted into the Development.

4. Permitted hours

Mondays – Fridays : 9.00 am to 5.00 pm

Saturdays : 9.00 am to 1.00 pm

No moving or work is permitted on Sundays and Public Holidays.

5. Loading & Unloading

Vehicles shall not exceed 3 metres height to enter the loading bays.

Loading and unloading only permitted at designated areas and designated lifts.

6. Joint inspection & return of deposit

At the conclusion of the moving, the party or person making the application must arrange with Management for a joint inspection of the Parcel. The party or person making the application shall be liable for all cleaning and/or repair required, loss and /or damage caused. The deposit above shall be security for the aforementioned. If there is no cleaning, repair, loss or damage, the deposit shall be refunded free of interest only to the party or party or person who made payment of the deposit. The party or person making the application shall be liable for all cost, expenses, loss and /or damage in excess of the deposit. The Management will refund your deposit in full without interest within 30 working days to the Residents if no damages or debris found during the course of your moving work.

Resident's Signature



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FOR MANAGEMENT USE ONLY

	Name	Date	Time	Signature
Received By				
Approved By				

Acknowledged By Security Department for follow up action.

Name	Date	Time	Signature



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MOVING IN / OUT PERMIT

UNIT NO:

COMMENCEMENT DATE:

COMPLETION DATE:

WORKING HOURS:

MONDAY – FRIDAY:	9AM – 5PM
SATURDAY:	9AM – 1PM
SUNDAY & PH:	NOT ALLOWED

REMARKS:

1 COPY MUST BE DISPLAYED AT
BACK DOOR (FAMILY TOWER) / FRONT DOOR (LIFESTYLE TOWER)

1 COPY MUST BE PASSED TO SECURITY

MANAGEMENT RESERVES THE RIGHT TO STOP ALL WORK IMMEDIATELY
IF THERE ARE NO NOTICE DISPLAYED.