

MOVE IN/OUT FORM

APPLICANT DETAILS			
Name			
Unit No			
Contact No			
Email			
Date of Application			
Purpose of Move In/Out (House Equipment, Renovation, etc.)			
TENTATIVE DATE & TIME		DATE CONFIRMED BY MGMT	
DATE	TIME	DATE	TIME

*Application must be made at least (3) days before move in/out.

*There will be a deposit fee of RM300 that must be paid via credit or online banking (no cash allowed)

*Move in/out hours: • Mondays to Saturdays - 9.00am to 5:00pm
 • Sundays & Public Holidays - Not Allowed

*Please exchange your identification cards for entry passes at the guard house.

*Entry passes must be worn at all times.

*Entry passes must be returned in order to retrieve your identification cards.

*A penalty fee of RM50.00 will be charged if entry pass is lost or not returned by 5:00pm.

*If any rubbish or damage is found during and/or after the moving process, you will be charged a penalty fee.

I hereby acknowledge that I have read, understand and agree to the terms of this document.

Applicant's Signature:

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 Name :

Date :

Security Approval		Management Office Approval	
Approved By:	Name :	Approved By:	Name :
_____	Date :	_____	Date :