



PERBADANAN PENGURUSAN VIVO 9 SEPUTEH (20213301)

Management Office Vivo, 9 Seputeh (Residential & SOHO Suites)

L3-M4 (Residential) & Level 3A (SOHO), Suite Vivo 9 Seputeh, No. 20, Jalan Telok Datok, Off Jalan Kelang Lama, 58000 Kuala Lumpur.

Office Tel No. : 03 - 7971 1030 (Residential), 03 - 7971 2438 (Soho)

Email: resi.vivo9seputeh@gmail.com (Residential) , sr.vivo9seputeh@gmail.com (Soho)

NOTIFICATION OF MOVING IN / OUT (RESIDENTIAL)

UNIT NO.		<input type="checkbox"/> MOVING IN	OR	<input type="checkbox"/> MOVING OUT
DATE		TIME		

I / We wish to give you my / our notice to deliver / dispose of the said Unit with refundable deposit of **RM 500.00** only (Ringgit Malaysia : Five Hundred Only) via cheque No. _____ / online payment reference no. : _____ at the following details:-

1. Particulars of Occupier(s)

(a) Name : _____
(b) Contact No. : _____

Status of Occupier : Owner / Tenant*

2. Particulars of The Delivery Company / The Mover

Company Name : _____
Address : _____
Name of Person : _____
Contact No. : _____
Vehicle Type &
Registration No. : _____

3. Authentication by Landlord

Name(s) : _____
NRIC / Passport No. : _____
Date of Application : _____
Signature(s) : _____



PERBADANAN PENGURUSAN VIVO 9 SEPUTEJ (20213301)

Management Office Vivo, 9 Seputeh (Residential & SOHO Suites)

L3-M4 (Residential) & Level 3A (SOHO), Suite Vivo 9 Seputeh, No. 20, Jalan Telok Datok, Off Jalan Kelang Lama, 58000 Kuala Lumpur.

Office Tel No. : 03 - 7971 1030 (Residential), 03 - 7971 2438 (Soho)

Email: resi.vivo9seputeh@gmail.com (Residential) , sr.vivo9seputeh@gmail.com (Soho)

RULES & REGULATIONS:-

1. Where Tenants are concerned, owners should first notify the Management confirming the particulars of their tenants before their tenants can arrange to moving in / moving out process.
2. Notification of moving in / moving out has to be made on the appropriate form, preferably **3 days (working hours)** before the intended date. A minimum of **24 hours' notice is mandatory** for security reasons.
3. A refundable deposit of online transfer / cheque of amount RM 500.00 is to be paid to **Perbadanan Pengurusan Vivo 9 Seputeh**. The deposit refund will be banked in after **three (3) days (working hours)** from the event date. Details as per below:-

Name of Bank	:	CIMB Berhad
Account Name	:	Perbadanan Pengurusan Vivo 9 Seputeh
Account No.	:	8605532935

4. Upon confirmation of the moving in / moving out, the Management reserves the right to deduct a sum of money from the deposit collected, at its sole discretion, for any damages caused to the common property in the process of delivery / dispose. Kindly remove any debris created and exercise due care and consideration to the common areas and private properties.
5. The Management reserves the right to refuse entry to any mover if they have not been properly registered for the purpose.
6. All delivery personnel(s) must ensure not to cause any obstruction at the loading / unloading and lobby areas during the delivery.
7. No smoking allowed in all common areas and lift.
8. All unwanted items and carton boxes must be removed and disposed out of the building and not be left at the common areas preferable by daily basis.
9. The Service Lift are used for moving personal effects, etc. of residents. Please take note that movers are **STRICTLY NOT ALLOWED** to make use of the guest / passenger lift. Do ensure that the Service Lift is kept clean.
10. The occupier shall keep the Management fully indemnified in respect of claims, losses, liabilities or damages made against, suffered or incurred by you or your contractor / mover of your moving.
11. Moving In / Moving Out process shall be restricted to the following days and hours:-

Monday to Friday	-	9:00 a.m. to 5:00 p.m.
Saturdays	-	9:00 a.m. to 1:00 p.m.
Sundays & Public Holidays	-	Not Permitted

PLEASE NOTE THAT FAILURE TO ADHERE TO THE ABOVEMENTIONED CONDITIONS MAY RESULT IN YOUR DEPOSIT BEING FORFEITED.

I / We have read and hereby agree to the abovementioned terms and conditions.

Owners / Tenant's / Mover Signature

Date :



PERBADANAN PENGURUSAN VIVO 9 SEPUTEH (20213301)

Management Office Vivo, 9 Seputeh (Residential & SOHO Suites)

L3-M4 (Residential) & Level 3A (SOHO), Suite Vivo 9 Seputeh, No. 20, Jalan Telok Datok, Off Jalan Kelang Lama, 58000 Kuala Lumpur.

Office Tel No. : 03 - 7971 1030 (Residential), 03 - 7971 2438 (Soho)

Email: resi.vivo9seputeh@gmail.com (Residential) , sr.vivo9seputeh@gmail.com (Soho)

FOR OFFICE USE ONLY

Received by (Name) : _____

Date of received : _____

Amount (RM) : _____

*Cheque No. /
Online Payment No. : _____

Official Receipt No. : _____

REFUND OF DEPOSIT:-

Received by (Name) : _____

NRIC / Passport No. : _____

Amount refunded (RM) : _____

Name of Bank : _____

Account No. : _____

Date of refunded : _____

Signature : _____

Approved by :

.....
Name :

Date :

Received by :

c.c **Owner / Tenant
Guard House
Management Office**