

SERIAL NO.

**MOVING IN / OUT FORM (RESIDENTIAL)**

**Part A: PARTICULARS OF APPLICANTS**

Occupancy Status	Owner / Tenant *	Date of Application	
<i>For a Tenant, the Applicant's Name must be the same as stated in the Tenancy Agreement</i>			
Applicant's Name			
Company Name (if unit owner)			
Correspondence Address			
Unit No.		NRIC / Passport No.	
Telephone No.		Mobile No.	
Email			
Tenancy Commencement		Tenancy Expiry	

Applicaton For: - Please tick '✓' where applicable

Moving In  Moving Out  Moving Within Building/Floors

**Part B: PARTICULARS OF MOVER**

Name of Mover (Company)			
Address of Mover's Company			
Telephone No.		Mobile No.	
Email			
Name of Person in Charge			
NRIC / Passport No.		Vehicle Registration No.	
Duration of Moving Activities			
Date of Commencement		Date of Completion	
Time Start		Time Complete	

**Part C: PARTICULARS OF WORKERS (only workers stated below are allowed to enter into the premise)**

No.	Name of Worker	NRIC / Passport No.
1		
2		
3		
4		
5		

**Part D: VERIFICATION AND ACCEPTANCE BY APPLICANT AND MOVER**

In applying for approval, the Applicant and Mover undertake to adhere to, and be subject to, the By-Laws / House Rules & Regulations, and guidelines of You City III and all other terms and conditions as follows: -

- Application of moving in / out / moving activities within the building / floors is to be made at least five (5) working days in advance prior to the commencement date of moving activities.
- Bulky deliveries such as any large items of furniture or electrical appliance and house moving should be carried out during the following hours, unless special permission is being granted by the Management: -

Mondays - Fridays	:	9:00 AM to 5:00 PM
Saturdays	:	9:00 AM to 1:00 PM
Sundays and Public Holidays	:	Strictly Prohibited

However, the Management reserves the absolute right to change the above hours to such other hours as shall be determined by the Management from time to time, without prior notice so as not to disturb or affect the peaceful enjoyment of the Parcels of the other Owners or Occupants.

- The Applicant must obtain a Security Clearance from the Management upon approval obtained for moving activities, failing which the security guards or any authorized personnel from the Management reserved the right to stop the moving activities if the person is unable to present the approved Security Clearance issued by the Management. However, every persons including the Applicant is still required to register and obtain contractors/visitors pass from the Security guardhouse.

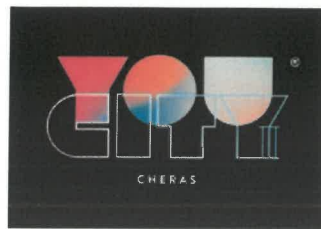
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**PJD REGENCY SDN BHD (500770-D)**

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youcity3managementoffice@gmail.com



- 4) The Management shall not approve the application should Owners have any arrears or default in payment.
- 5) For a Moving In application by a Tenant, the Tenant must submit a copy of a valid Tenancy Agreement and any valid document (if required); meanwhile, for Moving Out application by a Tenant, the Tenant must submit to the Management an Authorization Letter from Owner as supporting document during the application.
- 6) A refundable security deposit of RM 500.00 payable to the Management before commencement of work and must be submitted together with this form. the Management Office may demand for a higher amount of deposit if the Management Office is of the opinion the amount of the aforesaid deposit amount is insufficient.
- 7) The security deposit is refundable and will take one (1) month to process and will be refundable in full (under Applicant's name) only if: -

- i) All work waste is to be disposed of from the site and other common areas.
- ii) No damage has been done to the common areas, lifts, fixtures, and fittings.
- iii) No outstanding of all service charge and other charges.
- iv) Original receipt is submitted.

- 8) 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 including but not limited to cleaning of unwanted debris left behind. If there are any costs and expenses to rectify the damages or cleaning works, the Owner/Applicant must settle the full difference before leaving.
- 9) All deliveries, removal, and workmen must use only designated lifts and staircases so as not to cause any inconvenience to other occupants. If there are damages in the course of such moving activities, the Owner/Applicant shall at his or her own cost and expense repair and make good any damages.
- 10) Any inconvenience to other residents shall be kept to the minimum possible.
- 11) The movers shall not be smoking in common corridors, staircases, and anywhere within the premises except at the designated areas.
- 12) Mover is strictly not allowed to park overnight. Only loading & unloading is permitted.
- 13) No unwanted materials, debris, etc. should be left in the corridors, lift lobbies, fire escape staircases or any other common area. Failing which, they will be removed by the Management and the cost of such removal shall be charged to the Owner/Applicant. Packing and crating materials must be disposed off and removed from the premises by the Owner/Applicant and/or his mover on the same day that they are brought in.
- 14) The Applicant shall be fully responsible for any act by the mover in whatsoever manner and shall held responsible for any damages to the common property.
- 15) The Management shall not be liable in any manner whatsoever for any loss or damage to any personnel effects including valuables, fixtures, and fittings belongings to the Owner/Tenant in the course of moving activities.

I/We, the appointed mover, understand, confirm, and accept the above terms and conditions: -

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Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

I, the Applicant (Owner/Occupant), confirm the above mover appointed by me, understand, confirm and accept the above terms and conditions: -

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Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Authentication by Registered Owner**

I, the registered owner, confirmed the above moving in/out by applicant above, understand, confirm and accept the above terms and conditions;

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Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**\*If the Owner is unable to sign to Authenticate, it is required to obtain a Confirmation/Authorisation Letter from the Owner and submit it together with the Moving In/Out Form application.**



**FOR OFFICE USE ONLY**

**DEPOSIT RECEIVED**

Date Received		Official Receipt No.	
Mode of Payment	Cheque /	Interbank GIRO (IBG) /	Direct Bank-In
Cheque / Ref. No.			
Date of Cheque/Ref.		Deposit Collected	RM

Payment Received by:

Signature & Chop

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Name	
Designation	
Date	

**VERIFICATION BY ASSISTANT BUILDING MANAGER/BUILDING EXECUTIVE**

To Check  
\*Delete whichever not applicable

Details provided are in order Yes / No\*      Deposit Received Yes / No\*

Documents required was submitted: -

If Tenant, approval cum clearance letter from the owner has been submitted Yes / No / N/A\*

Check any outstanding Yes / No / N/A\*

Status of Application Approved / Not Approved\*

\* If approved, fill in and issue the security clearance / work permit to the applicant. Thereafter, give a copy of the security clearance together with a copy of this approved form to the security guard on duty

Verified by,

(Signature & Chop)

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Name	
Designation	
Date	

**APPROVAL BY BUILDING MANAGER**

If approved, fill in and issue the Security Clearance to the applicant and give a copy of the Security Clearance.

Application approved and authorized by,

(Signature & Chop)

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Name	
Designation	
Date	