

GRAND SUBANG

NOTIFICATION OF MOVE IN / OUT

Unit No. :

MOVE IN

Date :

Time :

MOVE OUT

Date :

Time :

Owner's Particulars

Owner Tenant

Name :

Email :

NRIC/Passport No. :

Contact No. :

Transporter's Particulars

Company Name :

Person in Charge :

Contact No. :

No. Workers :

NRIC/Passport No. :

Vehicle Reg. No. :

Payment detail

Deposit : RM500.00 Cash Cheque Online Transfer

IMPORTANT

1. Notice of moving in/out is to be given to The Management **at least three (3) working days** prior to the intended moving date.
2. The Management reserves the right to refuse entry to any mover, if requisite notice has not been given to The Management.
3. The moving in/out is to be carried out from **Monday to Sunday, including Public Holidays, 9am to 5pm.**

TERMS AND CONDITIONS

1. To provide protection to main and floor lobbies' floor and wall.
2. To remove all protections daily at the end of the delivery.
3. To arrange for a joint inspection with the Management prior to or after the protections are laid.
4. To book the use of lift at least three (3) workings days in advance
5. To use the lift(s) at specific time slots (allocated) by the Management.
6. To note that there is no implied exclusive use of lift allocated by the Management, who will make every effort to give priority of use.
7. To park delivery vehicles at location specified by the Management.
8. To ensure all items are disposed off from common area, lobbies, staircases, loading/unloading bay at the end of the daily delivery.
9. To ensure not to cause any obstruction at the loading/unloading bay and lobbies area.
10. To remove and dispose off unwanted carton boxes out of building; all unwanted items and carton boxes are not to be left at common area, loading/unloading bay, car parks, staircases and lobbies.
11. To ensure the contractors/mover abide all the terms and conditions.
12. To indemnify and keep The Management fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by you or your contractor/mover.

Owner's Signature
Date:

Tenant's Signature
Date:

FOR OFFICE USE ONLY

MOVE IN & OUT APPLICATION		
Attended by: Date: [Front liner]	Inspection by: Date: [Site Supervisor]	Consent: Approved <input type="radio"/> Rejected <input type="radio"/> Date: [Manager]
MOVE IN & OUT DEPOSIT REFUND		
This is to acknowledge that the move in/out has been completed and it is in compliance with the house rules. The following items are those that are not complying with the move in/out guidelines:		
Recommended deduction (if any):		
Payable to:		
Attended by: Date: [Front liner]	Approved by: Date: [Site Supervisor]	Acknowledged by: Date: [Manager]