

## JMB - MUTIARA VILLE - CYBERJAYA

## NOTICE OF MOVING IN / OUT

Unit No : \_\_\_\_\_

Unit No : \_\_\_\_\_

Owner Name : \_\_\_\_\_

Tenant Name : \_\_\_\_\_

NRIC/Passport : \_\_\_\_\_

NRIC/Passport : \_\_\_\_\_

Nationality : \_\_\_\_\_

Nationality : \_\_\_\_\_

Contact No : \_\_\_\_\_

Contact No : \_\_\_\_\_

Email : \_\_\_\_\_

Email : \_\_\_\_\_

Date of Moving in / Moving Out : \_\_\_\_\_

**Term & Condition**

1. Residents/Tenants have to pay a sum of **RM500-00** as **Moving In Deposit** to cover any damage to the lift and Common Property caused during the transportation of goods or non-compliance of the conditions herein.

2. The payment should be presented in the form of a crossed cheque or bankdraft in favour of  
**" JMB MUTIARA VILLE CYBERJAYA - MAINTENANCE "**

3. The deposit shall be refundable free of interest upon after confirmation that there is no damage to the lift or Common Property or breach of the Residents' or Tenants' obligations or the damage and/or breach above has been made good or such repairs have been carried out and paid for.

4. Moving-in/moving-out should be carried out at the following hours:

**: Mondays to Saturdays - 9.00am to 5.00pm**

**: No moving-in/moving-out are allowed during Sundays & Public Holidays**

5. Residents/Tenants or their mover has to load and unload the goods at the designated loading and unloading area. Vehicles exceeding 10 tons in weight and/or 2.1 meters in height are not authorised to enter the Property.

6. Only designated Bomba lift should be used for transporting goods under the supervision of the Management and within the approved hours only.

7. All empty boxes and packaging materials must be removed immediately by the mover from the Parcel and/or the Building. Dumping at the main refuse chamber is strictly prohibited.

8. Residents/Tenants shall be held responsible for the making good of any damage to the Common Property arising from moving of goods into/out of the Building.

**I/We, the undersigned, hereby agree to the above terms and conditions.**

\_\_\_\_\_  
 Signature of Applicant

Name \_\_\_\_\_

NRIC/Passport \_\_\_\_\_

Date \_\_\_\_\_

### MOVING IN / OUT PARTICULAR

Date \_\_\_\_\_ Moving ☐ IN ☐ Out \_\_\_\_\_ Lift Protection \_\_\_\_\_  
 Movers Name \_\_\_\_\_ Company \_\_\_\_\_ Corridor Prot. \_\_\_\_\_  
 Vehicle No. \_\_\_\_\_ Duration \_\_\_\_\_  
 Deposit Cheque  Cash   
 Cheque No.   
 Resit No

### SECURITY ACKNOWLEDGED

Service Lift Protection ☐ OK ☐ NOT GOOD Service Lift Condition   
 Floor Protection ☐ OK ☐ NOT GOOD Floor Condition   
 Debris Removed ☐ OK ☐ NOT GOOD Cleaning / Wall Condition   
 Acknowledge by Security Officer \_\_\_\_\_

### OFFICE USE ONLY

Total Paid Cash  Cheque No.

Received by : \_\_\_\_\_ Date: \_\_\_\_\_

Update in Masterlist by: \_\_\_\_\_ Signature: \_\_\_\_\_

Remarks: : \_\_\_\_\_

: \_\_\_\_\_