

APPLICATION FORM MOVE IN / MOVE OUT

TO : ALL RESIDENTS

FROM : MEGAN AMBASSY MANAGEMENT CORPORATION (MAMC)

SUBJECT : APPLICATION FOR MOVE IN / MOVE OUT

Any resident, who is moving or shifting his/her belonging furniture and other items into/out of his/her respective unit is required to fill up the form below. This is to facilitate our record and monitoring the movement of such assets moving in or out of the premises to enhance the security of your home items.

MOVE-IN / MOVE-OUT HOURS

MONDAY TO FRIDAY	10.00 AM TO 05:00 PM
SATURDAY	10.00 AM TO 01:00 PM

Move In / Move Out Date	
Owner Name	
Unit No.	
Owner Contact No.	
Vehicle No	
Time Out	
Tenant Contact No.	

I also understand that myself/contractor will be responsible to clear all debris upon completion and the works shall comply with the terms set out in the House Rules and Guide Book. I agree that if any myself/contractor failed to do so, the management reserves the right to take remedial action including removal of the works and charge/fine all costs of such remedial action to me or deduct **RM200.00 per offence**.

The deposit at the of MOVE IN/MOVE OUT is **RM800.00**.

("I also agreed to contra my move in/move out deposit with any outstanding fees). I also agreed the refund deposit will take seven (7) working day after notification of work done.

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Signature of OWNER

FOR OFFICE USE ONLY

Outstanding : _____

As at : _____

Approve/Not Approve : _____

Deposit : RM 800.00

Credit Card/Cheque : _____

Official Receipt No. : _____

REFUND DEPOSIT

Checking Defect date : _____

Maintenance staff : _____

Deposit Amount : _____

Less : _____

Total Refund : _____

Refund Received by : _____