



MOVE IN NOTICE

Date: _____

To: **The Property Management Office**
 One Galle Face

Please be informed that I have a new tenant, _____ who will be staying at Unit _____ from _____ to _____.

The accomplished Tenant Information Sheet together with a copy of the lease contract is enclosed for your information and file.

For further clarification and information, you may reach me at contact numbers, _____ or email me at _____.

My authorized representative _____ may also be reached at contact numbers _____ or send email to _____.

Thank you.

Unit Owner
(Signature over Printed Name)

Authorized Representative
(Signature over Printed Name)

METER READING

Date : _____

KWHR METER

SERIAL NUMBER	INITIAL READING

WATER

SERIAL NUMBER	INITIAL READING

GAS

SERIAL NUMBER	INITIAL READING

Prepared by:

Noted by:

Engineering Office

Registered Owner/Representative