

Move-In Move-out – Registration Form

Personal Information of the House Owner

Owner or Representatives Full Name: _____

De Castle Condo Unit Number: _____

De Castle Condo Unit Type: _____

Important Move-in&out Information

Elevator Dimensions: 1.7m x 1.7m x 2m [Please use Move-in Service Elevator ONLY]

Staircase Dimensions (Emergency Staircase): 1.7m x 2.7m x 2.3m

Unloading Floor Heights: Basement 1; Minimum Height: 2.9m; 1st Floor; Minimum Height: 2.6m

Date: _____

Time: Morning 7:00 to 12:30 Afternoon 13:00 to 17:00 Evening 5:30 to 10:00

Please be noted that additional form **“Material and Equipment Brining-in and Taking out form”** should be presented before Move-in & Move-out into(from) De Castle royal premises.

Telephone No.: _____

Email: _____

Others: _____

Signature: _____

Co-owner / Occupier /Tenant – Move-In Details:

Please complete as much as information as possible as it will help us to organize the Move-In process as smoothly as possible for all Co-owners, Occupiers, and Tenants:

- Will you be moving everything at one time:

Yes No

- If no, please provide some details on how many trips/visits will be needed to move-in all your belongings:

- Transport/ Vehicle Used:

- Will you be bringing any heavy or large materials or belongings?

Sofa Table Bed Seats/Chairs
 Others

- Please provide some details:

- Will you have any people, friends or workers to help you move all your belongings?

For The Property Management Office

Passport / I.D. Provided:

Lease Agreement:

Property Management Person in charge: _____

Signature: _____