

Cambridge Gardens

Move In – Move Out Form (搬入/搬出大廈申請表)

PLEASE PRINT CLEARLY

請用英文清楚填寫

* = REQUIRED

* = 需要填寫

* Name (英文姓名): _____

* Suite # (單位 #): _____ at _____ Ash Street (2628 / 2638 / 2668)

* Contact # (連絡 #): _____ - _____ - _____ Owner Tenant

* _____ Move In (搬入) OR (或) _____ Move Out (搬出)

* Date (日期): _____ / _____ / _____ (dd/mm/yy) (日/月/年)

* I will require exclusive use of an elevator (我將需要使用電梯) :

_____ (9AM to 5PM) (早上 8 時至下午 6 時) _____ No elevator (不需要電梯)

I understand that I must give at least 10 days prior notice of moving and that the day requested may already be booked by another party.

(我了解我需要在搬入或搬出前 10 天預約及預約日期有可能已被其它業主/住客先預約。)

* Sign (簽名): _____

Email Address (電郵地址): _____

Please ensure that this document and the deposit(s) are received by the strata office **at least 10 days prior** to the requested date. Be sure to keep your receipt and a copy of this document for future reference.

(請確定這一份文件和存款必須在最少預約日期 10 日之前交到業委會辦公室。請確定留有一份收據和這文件的副本作為將來的參考。)

If you are moving in (如果你將會搬入) :

You are required to pay a fee of \$200 (non-refundable) which covers the move-in and move-out expenses of the strata. You are also required to submit a separate common area damage deposit of \$300 which is refundable after the move-in inspection. Please make 1 cheque for \$200 and 1 cheque for \$300 payable to Cambridge Gardens and mail to the address below or place them in the council mailbox with this form.

(你需要支付 \$ 200(不可退) 的搬入費用。你也需要支付 \$300(可退)的損壞保險費。請提交 1 張 \$ 200 及 1 張 \$ 300 的支票到 "VR2443" 並交到業委會辦公室)

If you are moving out (如果你將會搬出) :

You are required to submit a common area damage deposit of \$300 which is refundable after the move-out inspection PLUS a \$100 (non-refundable) fee if this has not been paid or used earlier. Please make cheque(s) payable to Cambridge Gardens and mail it to the address below or place it in the council mailbox with this form. EACH move IN or OUT is a \$100 fee.

(你需要支付 \$300(可退)的損壞保險費。請提交 1 張 \$ 300 的支票到 "VR2443" 並交到業委會辦公室)

OFFICE USE ONLY (辦公室使用)

Received Date: _____ Move Confirmed: Y or N Deposits Received: \$100 / \$200 / \$300

Recorded by: _____ Comment: _____