

# Move-In [ ]/Move-Out [ ] Form

<b>Section 1. Client Details</b>		FORM UOAF20-001
Unit No.:		Requested Move Date:
		Hours of Move: <b>09:00AM-5:00PM</b> Sunday-Thursday <b>09:00AM-2:00PM</b> Friday-Saturday
Name: [ ] <b>Owner</b>		
Mobile and Office Number:		
E-Mail Address:		
Name: [ ] <b>Tenant</b>		
Mobile and Office Number:		
E-Mail Address:		
Real Estate Agent/POA		
Mobile and Office Number:		
<b>Section 2. Requirements</b>	<b>Move-In</b>	<b>Move-Out</b>
Prior to occupancy, the owner/tenant should submit the copy of the following:	<input type="checkbox"/> Tenancy Contract <input type="checkbox"/> Title Deed <input type="checkbox"/> Paid receipt of services charges till date <input type="checkbox"/> Passport and visa page of the owner <input type="checkbox"/> Passport and visa page of the tenant <input type="checkbox"/> Authorization letter from the owner (If representative). <input type="checkbox"/> Valid Trade License copy (if company tenancy)	<input type="checkbox"/> Tenancy Contract <input type="checkbox"/> Passport and visa page of the tenant <input type="checkbox"/> A clearance letter (NOC) from the unit Owner for moving out. <input type="checkbox"/> A letter/email from the unit owner confirming collection of a parking card and apartment key.
<b>Section 3. Regulations</b>		
<ul style="list-style-type: none"> <li>The Homeowner/Tenant agrees to compensate for any damages caused due to negligence of him/her or their moving contractor to the building or installed equipment and assets, including the elevators and all common area finishes.</li> <li>The building management reserves the right to decline entry to incompetent moving companies and cancel neglectful or abusive workers/contractor passes and withhold ID cards of workers until any and all disputes related to the moving activities are settled</li> <li>Residents must submit all requested documents at least three (3) business days in advance of their scheduled date of Move-In, Move-Out conformed by Security Officer.</li> <li>All Move-ins, Move-outs must take place through the service elevator from Ground Floor (GF).</li> <li>All movers entering the building are required to submit their valid ID's to the building security desk.</li> <li>Occupant/Moving Company is required to leave AED 3,000 as a security cheque deposit (Universal Community Management LLC) with the security desk. Said deposit shall be returned back upon move in is completed without any damage/s).</li> <li>Residents will be held responsible and liable for any damages caused to the common areas and common assets by either their contractors or themselves.</li> <li>Move In – Move Out form can be collected from the security on GF.</li> <li>Additional Access cards will be charged extra. Form is available to the building security desk.</li> </ul>		

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### Section 4. Provisions

- UCM is solely responsible for the facilities maintenance of common areas (E.g. Lobby, elevators, gym, pool, etc.)
- UCM is not responsible for the facilities maintenance within the units. This is solely the owner's/tenant's responsibility.
- The occupant shall be responsible for all the replacements, repairs and damages of the facilities, fixtures, fittings & décor within their units.
- Should any maintenance issues arise, you may log in the reception security 24/7 or visit the maintenance department with office at the Ground Floor of the same building for initial inspection only from 8:00am to 5:00pm.

### Acknowledgement

I Mr./Mrs./Ms. \_\_\_\_\_, the unit tenant/authorized signatory mentioned in Section 1 have read and agree with the provisions for-mentioned on Sections 2, Section 3 and Section 4.

Occupant		Checked by: Building Security In-Charge	
Signature		Signature	
Name:		Name:	
Date:		Date:	