

Unit No: _____
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## MOVEMENT CONTROL RECORD

### PLEASE NOTE:

NO FURNITURE REMOVAL / DELIVERY WILL BE ALLOWED IN OR OUT OF THE COMPLEX UNLESS THIS FORM IS COMPLETED ***IN FULL*** AND SUBMITTED ***2 DAYS PRIOR*** TO MOVING.

MOVING IN OR OUT OF THE COMPLEX IS ***NOT*** PERMITTED BETWEEN 17H00 AND 08H00 FOR SECURITY REASONS.

***Only trucks with GVM (gross vehicle mass) not exceeding 4 tons will be allowed in the complex (trucks exceeding this weight may damage the paving and normally cannot turn/maneuver properly. Any damaged caused by a removal truck will be for the owner's expense)***

### MOVING INTO COMPLEX / DELIVERY

*NOTE: If you are moving into the complex, please complete a **Registration** form and obtain permission for any pets ~~before~~ moving in*

Date of Occupation/Delivery			
Name of Removal / Delivery Company			

### MOVING OUT OF COMPLEX / REMOVING ITEMS

Date of departure/ removal			
Name of Removal Company / person collecting goods		Reg no of Vehicle	

OWNER DETAILS			
NAME & SURNAME	Nicola Bernardo	(ID No)	
CONTACT DETAILS	(W)	(C) 082 512 3103	
	Email: nicola@aleitacademy.co.za		

TENANT DETAILS (if applicable)			
NAME & SURNAME		(ID No)	
CONTACT DETAILS	(W)	(C)	
	Email:		

ESTATE / LETTING AGENTS DETAILS (if applicable)			
COMPANY		CONTACT PERSON	
CONTACT DETAILS	(W)	(C)	
	Email:		

Owner's signature: 

Tenant's signature: \_\_\_\_\_

Estate Agent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE EMAIL THE COMPLETED FORM TO WHITFIELDS MANAGING AGENTS ([thejadeoffice@gmail.com](mailto:thejadeoffice@gmail.com))**