

**SURIA JAYA MANAGEMENT  
CUSTOMER CARE FORM – NOTICE OF RENTING/LEASING**

DETAILS			
Name of Owner		Property Unit No.	
IC No.		Contact	
Business Type / Comp Name		Email	
Tenant Details (Occupants)	<b>Name</b>	<b>I/C No.</b>	<b>Profession</b>
	1.		
	2.		
	3.		
	4.		
Tenant's Contract Period	<b>Move-In Details</b>	<b>Start</b>	<b>Expire</b>
Additional Info			
Remarks	<ol style="list-style-type: none"> <li>1. The Owner/Applicant/Tenant and/or his guest shall observe all the rules and regulations, guide lines at all times.</li> <li>2. SECURITY or the management is entitled to bar/evict the Tenant from entering the Suria Jaya Building upon default and/or perform ad-hoc checking as of where and when necessary.</li> <li>3. Tenant is require to apply for Pass and to carry the pass visible when in the Suria Jaya Building.</li> <li>4. The Tenant should not exceed maximum number of occupants allowed in accordance to the House Rules.</li> </ol>		
<p>Confirmed Submitted by <b>Applicant/Owner</b> of the above Property:-</p> <p><b>Name:</b></p> <p><b>Date:</b></p> <p>I/We ..... ( Name &amp; IC No. ) hereby confirm and undertake acknowledge to have written the above true and correct. I/We undertake no default/damages caused by me/us prior to the above event and further undertake to indemnify you and/or to keep you fully indemnified against all claims, suits, actions, prosecutions fines, loses, damages, costs and expenses which may be instituted against or otherwise incurred or suffered by yourselves in connection or arising from the above.</p>			

Attended by <b>Suria Jaya Management</b> / appointed Management Firm:-		Payment Details, if any
Name	Date	

Note: The SJ Management appreciate your comment on the above and we will do our best to attend to the issue/matter written herein, subject always to our discretion on handling of this issue/matter. Our liaison officer will be in contact with you shall we need further clarification on the above and/or matter have been resolved and failure to reach you, as the case may be, within Seven (7) days from the notification or expiration of the same whereupon it shall automatically lapse/terminated and have no further effect and neither party shall have any right to any claim demand or action whatsoever against the other. The SJ Management shall further reserve the rights to reject the Tenant from entering the building or enjoy the facilities if the Owner/ the Property unit are in default of performing its obligation under the SPA and By Law or owing the SJ Management an unreasonable sum of outstanding.