

## MOVE-IN FORM

**Form Submission Date:** Click or tap to enter a date.

Please note, Owners Union Office will only process typed and emailed submissions; no handwritten forms will be accepted.  
All fields are mandatory.

1. MOVE IN DETAILS			
Community:		Building:	
Confirmed Move In Date:	Click or tap to enter a date.		Unit No:
Service Elevator Booking Ref. No:			
If applicable (received from Provis Call Center)			

2. RESIDENT'S DETAILS			
Note: Please complete vehicle details to obtain access to allocated parking space. Number of Parking slots are allotted as per parking entitlement.			
Residential status:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Occupier		
Total number of people that will reside in the Unit:	Adults:	Children:	Elderly/People of Determination:
	<b>Occupier # 1 (Main Contact)</b>		<b>Occupier # 2</b>
Name:			
Mobile No:			
E-mail Address:			
Nationality:			
Occupation:			
Vehicle Plate No/s:			
Emergency contact in UAE (not a resident of same unit)	Name:	Emirate of Residence:	Mobile:

3. AUTHORIZED REPRESENTATIVE CONTACT DETAILS			
(Applicable for authorized representative completing this form on behalf of the resident)			
Name:		Mobile No:	
Email:		Landline:	

4. REQUIRED DOCUMENTS	
<input type="checkbox"/> Passport Copy / Valid UAE ID (for all members residing in the unit) <input type="checkbox"/> For Owners – Copy of the Title Deed or Sales & Purchase Agreement <input type="checkbox"/> For Tenants - Copy of the Valid Tenancy Contract. In the absence of a tenancy contract, the occupier must provide authorization letter from the landlord / legal tenant.	

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### 5. TERMS AND CONDITIONS

- a. The Resident must book the service elevator a minimum of 5 working days before the move in through PROVIS (600 505056) call center. This form will not be accepted unless all information are completed.
- b. The completed form must be emailed to [services@provis.ae](mailto:services@provis.ae) at least **5 working days prior to move-in**, in order for Owners Union Office to make necessary arrangements. The email subject should contain Community Name, Unit Number and Move In Form text.
- c. Owners Union Office will not facilitate any move-in on premises without receiving mandatory documents.
- d. Move in can only take place during permitted hours. Please contact Provis Call Center for more information.
- e. It is the responsibility of the Residents to ensure no damages are caused to the common areas while moving in.
- f. In case of any damages caused to the common areas the Owners Union Office will charge the Cost of Repairs to the Unit.
- g. Areas must be cleaned and waste be disposed promptly in a proper manner.
- h. Oversized cartoons and garbage should not be disposed in garbage chute, garbage room or common areas. Removal of the same is the responsibility of the Resident.
- i. Applicable penalties will be levied in case of non-compliance with any of the above.
- j. Movers' vehicles should not exceed permitted height.
- k. The Owners Union and its associates will not be held liable for any accident / injury; necessary safety precautions are to be taken by the Resident and moving company.
- l. Owners Union and its associates will neither be held responsible nor liable for any claim.

I understand and agree with the Terms and Conditions mentioned herein.

Resident / Authorized Representative:

Signature: \_\_\_\_\_

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

### 6. FOR OFFICE USE ONLY

All checks conducted as per policy: ☐ Yes ☐ No

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

Remarks: \_\_\_\_\_

#### Owners Union Office Approval:

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_