**PEMBERITAHUAN MASUK PERUMAHAN (RUMAH SEWA KERAJAAN) DI BAWAH KAWALAN KEMENTERIAN PERTAHANAN**

1. Nama yang tersebut di bawah ini telah masuk perumahan tentera di dalam perkhemahan/atau rumah/flat sewa Kerajaan **(\*potong yang tidak berkenaan)** di bawah kawalan Kementerian Pertahanan seperti berikut:
2. No/Pkt/Nama: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Sub-unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/Jabatanarah:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Alamat Perumahan Kerajaan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Tarikh Menerima Anak-Anak Kunci: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. No Meter Elektrik: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bacaan Meter Elektrik Terakhir: *Prepaid.*
7. Sekian dihantar untuk tindakan pihak tuan/puan mengenainya. Wassalam.

**(Untuk diisikan oleh Jbtn Prmhn & Kdmn)**

**NAMA PENUH**

Pangkat

Timbalan Pegawai Turus

Perumahan dan Kediaman

Pembahagian:

Tindakan:

Luar:

Pejabat Perkhidmatan Elektrik

Jabatan Perkhidmatan Air Jln Tasek Lama

Dalam:

Pejabat Tenaga dan Rekod, Jabatanarah Kenggotaan (bagi anggota tentera sahaja)

Jabatanarah Pentadbiran dan Tenaga Manusia (bagi kakitangan awam sahaja)

Bahagian Pemeliharaan Kelengkapan Teknikal (bagi kakitangan *TEMD* sahaja)

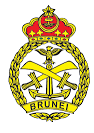
Jabatanarah Kewangan dan Perolehan (bagi anggota tentera sahaja)

Pejabat Perumahan: Berakas/Pangkalan Muara/AP ABDB/Penanjong/Tutong/Lumut

Sub Unit/Unit Nama yang berkenaan

Makluman:

Nama yang berkenaan:



**BORANG MAKLUMAT MENDIAMI/AKUAN MENERIMA KUNCI RUMAH/FLAT SEWA KERAJAAN**

**DI BAWAH KAWALAN KEMENTERIAN PERTAHANAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **BAHAGIAN 1 – KETERANGAN RUMAH SEWA KERAJAAN YANG DIDIAMI** | | | | | | | | | | | | | | | | | | | | | | | |
| **Alamat Rumah Sewa:** |  | | | | | | | | | | | | | | | | | | | | | | |
| **No.ID Rumah:** | | | **Kelas:** | | | | | | | | | | | **Jenis Rumah:** | | | | | | | | | |
|  | | | AA | |  | A |  | BB | |  | | B |  | Detached | | | |  | | Semi-Det | | |  |
| CC | |  | C |  | DD | |  | | D |  | Flat | | | |  | | Teres | | |  |
| **BAHAGIAN 2 – KETERANGAN PENGHUNI YANG MENDIAMI** | | | | | | | | | | | | | | | | | | | | | | | |
| **No/Pkt/Nama Penghuni:** | |  | | | | | | | | | | | | | | | | | | | | | |
| **No.Kad Pengenalan:** | | | | **Jenis Kad Pengenalan:** | | | | | | | | | | | | | | | | | | | |
|  | | | | ABDB | | | | |  | | Awam | | | | |  | TEMD | | | | |  | |
| Kuning | | |  | Merah | | | |  | | Hijau |  | |
| **Jawatan:** | | | | **Sub-Unit:** | | | | | | | | | | **Unit:** | | | | | | | | | |
|  | | | |  | | | | | | | | | |  | | | | | | | | | |
| **No Perhubungan: Rumah** | | | | **Pejabat** | | | | | | | | | | **Bimbit (Mobile)** | | | | | | | | | |
|  | | | |  | | | | | | | | | |  | | | | | | | | | |
| **Alamat Tempat Tinggal Terdahulu:** | | | |  | | | | | | | | | | | | | | | | | | | |
| **BAHAGIAN 3 – PENGAKUAN PENGHUNI (Para No.1 untuk di isi bagi kakitangan awam sahaja)** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Saya bersetuju membenarkan supaya bayaran sewa rumah Kerajaan tersebut dipotong melalui gaji saya dengan kadar bayaran sebanyak $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_sebulan. 2. Saya bersetuju akan hanya memohon berpindah ke perumahan Kerajaan yang lain setelah mencapai tiga (3) tahun mendiami perumahan selain atas arahan Jabatan Perumahan dan Kediaman Jabatanarah Logistik, bertukar kelayakan atau perumahan yang saya diami telah diperiksa dan di nilai tidak selamat lagi untuk didiami. 3. Saya berjanji bahawa saya akan mematuhi semua ‘Peraturan Kediaman Dan Perumahan Kementerian Pertahanan Dan Angkatan Bersenjata Diraja Brunei’ khususnya tanggungjawab penghuni semasa menduduki perumahan kerajaan dengan berpandukan **Peraturan 1404.** 4. Saya berjanji akan mengganti/membuat pembaikan kecil segala kerosakan kecil yang kos yang tidak melebihi $100.00 setiap satu kerosakan dengan tidak mengumpul bagi setiap kerosakan dengan berpandukan **Peraturan 1405**. 5. Saya berjanji bahawa semua perabot dan kelengkapannya tidak rosak dan dirosakkan di luar kelaziman penggunaan biasa. 6. **Dengan ini saya mengaku bahawa saya menerima anak kunci rumah sewa Kerajaan beralamat tersebut di atas pada:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan Penghuni | | | | | | | | | | | | | | | | | | | | | | | |
| **BAHAGIAN 4 – UNTUK KEGUNAAN PEJABAT PERUMAHAN JABATANARAH LOGISTIK** | | | | | | | | | | | | | | | | | | | | | | | |
| Dengan ini disahkan bahawa anak-anak kunci telah diserahkan pada dan oleh: | | | | | | | | | | | | | | | | | | | | | | | |
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| TANDATANGAN PENGHUNI | |  | TANDATANGAN PIHAK JBTN PERUMAHAN & KEDIAMAN | |
| No/Pkt/Nama: |  |  | No/Pkt/Nama: |  |
|  |  |  |  |  |
| No.KPP: |  |  | No.KPP: |  |
| Unit: |  |  | Unit: |  |

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| **BAHAGIAN 5 – PENYAMBUNGAN BEKALAN ELEKTRIK DAN AIR** | | | | | |
| **JENIS PERKHIDMATAN:** | **No. Meter** | | **Bacaan Terakhir** | **Tarikh Bacaan /**  **Cop Jabatan** | |
| **Elektrik :** |  | |  |  | |
| **Air :** |  | |  |  | |
| **BAHAGIAN 6 – SENARAI ANAK-ANAK KUNCI YANG DITERIMA** | | | | | |
| Kunci Pintu Utama | |  | Kunci Bilik Tidur Amah | |  |
| Kunci Bilik Tidur Utama | |  | Kunci Bilik Mandi Bagi Bilik Tidur Amah | |  |
| Kunci Bilik Mandi Bagi Bilik Tidur Utama | |  | Kunci Pintu Dapur | |  |
| Kunci Bilik Tidur Kedua | |  | Kunci Pintu Beranda | |  |
| Kunci Bilik Mandi Bagi Bilik Tidur Kedua | |  | Kunci Pintu Tandas *(Common Area)* | |  |
| Kunci Bilik Tidur Ketiga | |  | Kunci Pintu Stor | |  |
| Kunci Bilik Mandi Bagi Bilik Tidur Ketiga | |  | Kunci Pintu Belakang | |  |
| Kunci Bilik Tidur Keempat | |  | Lain-Lain Kunci (Nyatakan) | |  |
| Kunci Bilik Mandi Bagi Bilik Tidur Keempat | |  |  | |  |
| Salinan Kepada:   * Jurukira Agung, Jbt Perbendaharaan, Kementerian Kewangan & Ekonomi (Unit Sewa Rumah & Wang Pendahuluan) * Juruaudit Agung * Ketua Jabatan * Pengarah Perkhidmatan Elektrik * Pengarah Perkhidmatan Air, JKR * Pengarah Kemajuan Perumahan | | | | | |

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| TANDATANGAN PENGHUNI | |  | TANDATANGAN PIHAK JBTN PERUMAHAN & KEDIAMAN | |
| No/Pkt/Nama: |  |  | No/Pkt/Nama: |  |
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| No.KPP: |  |  | No.KPP: |  |
| Unit: |  |  | Unit: |  |

**LAPORAN PENILAIAN *MARCH-IN* DAN *MARCH-OUT* PERUMAHAN KERAJAAN**

**DI BAWAH KAWALAN KEMENTERIAN PERTAHANAN DAN ABDB**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **BAHAGIAN 1 – KETERANGAN RUMAH** | | | | | | | | | | | | | | | | | | | | |
| Nama Penghuni: | | | | | | | | | | | | | | Pemeriksaan Masuk Rumah | | | | | |  |
| Pemeriksaan Keluar Rumah | | | | | |  |
| Alamat Rumah: | | | | | | | | | | | | | | No TS/RS/FS:  (Bagi rumah/flat sewa Kerajaan sahaja) | | | | | | |
| Nama TPR:  (Bagi rumah/flat sewa Kerajaan sahaja) | | | | | | | | | | | | | |  | | | | | | |
|  | Luar Rumah | Bilik Tamu | Bilik Makan | Dapur | Pantri/Stor | Bilik Tidur Utama | Bilik Tidur #1 | Bilik Tidur #2 | Bilik Tidur #3 | Bilik Amah | Bilik Mandi Utama | Bilik Mandi #1 | Bilik Mandi #2 | | Bilik Mandi #3 | Lain-lain | **Kod Kondisi:**  B=Baik K=Kotor  H=Hilang T=Rosak  T=Tercalar P=Pecah  PP=Perlu Pembaikan  TB=Tidak Berkenaan | | | |
| Dinding luar |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | **Kelengkapan (jika ada)** | | | |
| Siling atap |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | | No. | Kond. |
| Atap rumah |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Penghawa dingin | |  |  |
| Pagar konkrit |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Pemadam Api | |  |  |
| Pintu pagar utama |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Dapur memasak | |  |  |
| Jendela |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Peti surat | |  |  |
| Tabir/ *blinds* |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Tiang bendera | |  |  |
| Lantai |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Pam/Tangki air | |  |  |
| Dinding |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Jemuran | |  |  |
| Siling dalam rumah |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
| Kipas angin |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
| Lampu dan suis |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
| Soket/kabel |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
| Sinki dapur |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
| Kabinet dan kaunter |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | **Perabot (jika ada)** | | | |
| Sinki bilik mandi |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  | No. | Kond. |
| Tub dan/atau pancuran mandi |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Set Kerusi Bilik Tamu | |  |  |
| Tandas |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Set Kerusi/Meja Bilik Makan | |  |  |
| Penggantung tuala |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Meja Bilik Tamu | |  |  |
| Penggantung tisu tandas |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Meja kecil | |  |  |
| Cermin muka |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Meja Makan | |  |  |
| Lain-lain |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Meja Tulis | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Kerusi Tulis | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Almari buku | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Almari Bilik Utama | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Katil *(double)* | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | Katil *(single)* | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |

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| TANDATANGAN PENGHUNI | |  | TANDATANGAN PIHAK JBTN PERUMAHAN & KEDIAMAN | |
| No/Pkt/Nama: |  |  | No/Pkt/Nama: |  |
|  |  |  |  |  |
| No.KPP: |  |  | No.KPP: |  |
| Unit: |  |  | Unit: |  |

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| **BAHAGIAN 2 - PENGAKUAN PENGHUNI** |
| 1. Saya berjanji akan sentiasa mengekalkan unsur-unsur keselamatan, keamanan dan kebersihan di dalam dan sekitar Kawasan halaman perumahan Kerajaan di bawah kawalan Kementerian Pertahanan dan ABDB. 2. Saya adalah bertanggungjawab keatas semua peralatan dan perkakas kecil/ pembaikan kecil yang kosnya tidak melebihi B$100 bagi setiap kerosakan yang tidak terkumpul. 3. Saya memahami dan berjanji untuk mematuhi semua syarat-syarat dan peraturan seperti yang terkandung didalam “Peraturan Untuk Mendiami Rumah/Flat Sewa Kerajaan Di Bawah Kawalan Kementerian Pertahanan”.   **Pemeriksaan *March-in***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan Penghuni |
| **Pemeriksaan *March-out***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan Penghuni |
| **BAHAGIAN 3 – PENGESAHAN PEJABAT PERUMAHAN YANG MENGAWAL** |
| Saya mengesahkan bahawa disepanjang pengetahuan saya segala keterangan yang diberikan adalah benar dan betul.  No/ Pkt/ Nama Penuh PTB Kanan Penguasa Perumahan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Pemeriksaan *March-in***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan/Cop Jabatan |
| No/ Pkt/ Nama Penuh PTB Kanan Penguasa Perumahan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Pemeriksaan *March-out***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan/Cop Jabatan |
| **BAHAGIAN 4 – PENGESAHAN TUAN PUNYA RUMAH (Bagi Rumah/Flat Sewa Kerajaan Sahaja)** |
| Saya mengesahkan bahawa disepanjang pengetahuan saya segala keterangan yang diberikan adalah benar dan betul.  Nama TPR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Pemeriksaan *March-in***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan |
| **Pemeriksaan *March-out***   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |   Tarikh Tandatangan |

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| TANDATANGAN PENGHUNI | |  | TANDATANGAN PIHAK JBTN PERUMAHAN & KEDIAMAN | |
| No/Pkt/Nama: |  |  | No/Pkt/Nama: |  |
|  |  |  |  |  |
| No.KPP: |  |  | No.KPP: |  |
| Unit: |  |  | Unit: |  |