



MOVING / BULKY ITEM

- MOVING-IN
- MOVING-OUT
- DELIVERY
- DISPOSAL

NAME: _____ (OWNER / TENANT)	DATE OF APPLICATION: _____
BLK / UNIT NO.: # -	UNDERTAKING: <i>I agree to adhere to the terms and conditions mentioned on the following page and that the information is true to the best of my knowledge. I/We consent to provide my/our personal data for the above purpose.</i>
CONTACT NO.: _____	Signature: _____

NAME / COMPANY: _____
(CONTRACTOR)

CONTRACTOR CONTACT NO.: _____

DURATION OF WORK: _____ TO _____

DATE OF WORK: _____ TO _____

DESCRIPTION OF ITEMS: _____

*Vehicles more than 14 feet are NOT allowed to enter the estate.
Non-residents vehicles are allowed to park at Basement 2 (B2) ONLY.
Vehicles taller than 2.2m are NOT allowed to enter the Basement 2 (B2).*

Cheque payable to: **THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2874**

===== FOR OFFICE USE =====

- REFUNDABLE DEPOSIT : **\$500/-** (CHQ/OR#: _____)
(Note: it will take at least 5 working days to process the return of refundable deposit cheque)
- LIFT PADDING FEE : **\$20/-** (CASH/OR#: _____)

APPROVED BY: _____ DATE: _____

Any damages to the common property? **YES / NO**

If yes, please specify _____

Checked by: _____ Sign: _____ Date: _____
(MA / Security)

Verified by: _____ Sign: _____ Date: _____

Mon – Fri 9AM-5PM
Sat 9AM-1PM

No work shall be carried out on Sunday and Public Holidays



RULES AND REGULATIONS GOVERNING HOUSE MOVING AND DELIVERY OF GOODS

- 1.0 Bulk delivery and house moving shall be carried out during the following
- | | |
|---------------------------|-------------------------|
| MONDAYS TO FRIDAYS | 9.00AM TO 5.00PM |
| SATURDAY | 9.00AM TO 1.00PM |
- No moving in/out activities shall be carried out on Sunday and Public Holidays**
- 2.0 Resident is required to inform the Management one (1) week in advance of their schedules for such removals. Residents shall register with the management office when large items are moved in or out of their units when such a move has a high probability of accidentally damaging common property such as the lift interior.
- 3.0 The resident shall place a refundable deposit of \$500 and a non-refundable fee of \$20 in cash for the rental of canvas protection for the lift with the management office during the registration and understand that it will take at least 5 working days to process the return of cheque. The deposit shall be returned without interest after the management office is satisfied that the completed work / removal did not result in the damage of any common property. In the event that any damage is done, the owner shall be fully liable to rectify them to the satisfaction of the Management within seven (7) days from the notice served by the Management. Failing such, the Management reserves the right to make good the damages, deduct the rectification costs from the deposit, and recover any remaining costs from the owner.
- 4.0 Vehicles taller than the height limit of the car park (2.2m) will not be allowed to enter the basement areas.
- 5.0 Residents must ensure that only one lift is used for the work and that the lift has been fitted with protective coverings. The protective coverings may be obtained from the Management Office / Security Guard Post. If this is not available, the applicant shall ensure that such protection is provided.
- 6.0 Residents must ensure that the work does not cause any nuisance to other residents. This means not obstructing other vehicles in the car park, not to park overnight, not to deposit furniture or other items in any place except those areas designated by the Management.
- 7.0 Resident is not allowed to tap water / electricity supply from the common property for their personal use.
- 8.0 All deliveries / removals workmen shall use only designated lifts and staircases directly serving the apartment they are going, so as not to inconvenience other residents. Packing and construction materials must be removed and disposed of by the occupants on the same day as they are being brought in. The lifts shall not be held unnecessary and not longer than 10 minutes at a time. Unwanted materials, debris, etc. shall not be left unattended or disposed of at the corridors, lift lobbies, fire escape staircases or any other common property. The Management reserves the rights to hold back any deposit until the above have been cleared and rectified or deny exit to any contractors found to have abandoned the above said items within the estate.
- 9.0 The applicant shall ensure that adequate protection is given to the lift wall and flooring when carrying furniture and fittings to and from the apartment unit. For applicant and/or contractor that has paid for the rental of lift padding, they must produce their receipt to the guardhouse to retrieve the lift padding.
- 10.0 All contractors engaged to carry out such removals shall report to the guardhouse to obtain identification passes and shall wear their passes at all times prior to carrying out the work each day; failing which the management reserves the rights to refuse entry to unknown persons, not being a resident, whose reasons for being present in the Condominium cannot be verified. The Condominium security reserves the right to question any person found without a working pass. The Contractor shall be responsible for compliance with the requirements of any law, regulation, by-law or public authority relating to site safety at all times and shall bear all costs and expenses connected in compliance with the same.
- 11.0 The contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, occupants, staff and the general public and the property of others. The Contractor shall be responsible for compliance with the requirements as stipulated in WSH (Risk Management) Regulations and submit risk assessment of the work to the MCST before commencement.