

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3882

Management Office, 1 Devonshire Rd #01-01 Singapore 239896

Tel: 6636 0445/46 Fax: 6636 0477

Email: devonshire.ma@gmail.com

Date : _____

Name of Applicant : _____

Block : _____ Unit No. : _____

Contact No(s) : _____ (O) _____ (H/P)

Name of Mover : _____

Address : _____

Contact Person : _____ Tel No.: _____

Remarks : _____

Date of (Moving In / Out)* : From _____ To _____

Time of (Moving In / Out)* : From _____ To _____

I understand and agree to abide by the rules and regulations as stated in the House Rules on the Residents' Handbook.

Applicant's Signature

Date

Personal Data Protection Act (PDPA)

We refer to the above act that will take effect from 1 July 2014. By providing your personal data, contact, identification and vehicle number to us, you agree that MCST 3882 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the MCST 3882 related corporations and third parties who provide services to MCST 3882.

For Official Use:-

REFUND OF DEPOSIT

The Management hereby refund the deposit: \$1000.00 Cash/Cheque No. : _____ ()

() No deduction () a deduction of \$ _____ being _____

Name & Signature

Date

Verified By

* Delete where applicable

APPLICATION FORM – BULK DELIVERY AND HOUSE REMOVAL

RULES AND REGULATIONS GOVERNING BULK DELIVERY AND HOUSE REMOVAL

1. Approval from the Management shall be obtained **three (3)** days in advance of any bulk delivery and house-moving activity. With no Management approval, the contractor shall be denied entry for the purpose.
2. Bulk deliveries and house removal should be carried out during the following hours:

Mondays to Fridays	:	9.00 am to 5.00 pm	:
Saturdays & Eve of P.H.	:	9.00 am to 12.00 p.m.	:
Sundays and Public Holidays (P.H.)	:	Strictly no moving activity allowed	:
3. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
4. All contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the Condominium. Security has the right to question any person in the Condominium found without an identification pass.
5. All deliveries/removals and workmen should use only designated areas so as not to inconvenience other residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in. Lifts should not be held unnecessarily and not longer than ten (10) minutes at a time.
6. Unwanted materials, debris, etc. should not be left in the common areas in the Condominium. Otherwise, they will be removed and costs charged to the occupants concerned.
7. Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
8. Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concern.
9. All container vehicles (14 footers and beyond) are not allowed in the Condominium.
10. Only permitted vehicles within the allowable height limit are allowed in the Condominium basement car park. Residents are required to inform their movers on this restriction
11. Residents are required to place a refundable deposit of **S\$ 1,000.00** payable to "Management Corporation Strata Title Plan No 3882" with the Management before any bulk deliveries or house removal work can be permitted.
12. The deposit of S\$ 1,000.00 shall be refunded free of interest subject to any deductions by the Management for any costs incurred for the disposal of unwanted materials, debris, etc, and/or to remedy any damages caused to the common property by the resident or their movers.