



MANAGEMENT CORPORATION STRATA TITLE PLAN NO.2257
Management Office: 28 Bayshore Road #01-01 Tower 3 Singapore 469973 Tel: 6442 9165 Fax: 6442 4228

MOVING IN / OUT & BULK DELIVERY FORM

1.0 RESIDENT'S PARTICULARS:

Resident's Name : _____

Tower / Link Tower : _____ Unit: _____ - _____

Contact No. : _____

2.0 MOVER'S / TRANSPORTATION COMPANY'S PARTICULARS:

Company Name : _____

Person In-Charge : _____

Contact No. : _____

Type/size of Vehicle: _____ Vehicle No.: _____ No. of Vehicle: *1 / 2

IMPORTANT: Trucks /Lorries exceeding 20 feet & cargo containers are not allowed to enter the estate.

3.0 DATE OF MOVING / DELIVERY: _____ *IN / OUT TIME: _____
** Please circle.*

4.0 TERMS & CONDITIONS:

4.1 Mondays to Saturdays : 9.00am to 6.00pm
Sundays and Public Holidays : 10.00am to 5.00pm

(Residents and their contractors are reminded to inform the Management Office of their moving in / out or bulk delivery schedule at least 3 working days in advance.)

4.2 A refundable deposit of \$500.00 by cash or cheque made payable to "MCST 2257" is required.

4.3 The contractor must effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies, which may be necessary.

4.4 The contractor is required to indemnify the Management Corporation against all damages, action, claims or liabilities arising from the execution of the work.

4.5 All articles / materials must be stored within the resident's premises. The Management Corporation shall not be liable for any loss or damages caused to the premises for the whole duration of the transportation.

4.6 Unwanted materials, debris etc. should not be left at the corridors, lift lobbies, fire escape staircases or any other common areas in the building. Otherwise, they will be removed and the removal cost will be borne by the resident concerned.

4.7 All deliveries and removal must be reported at the security guardhouse 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 or those without valid identification documents.

4.8 All contractors must report to security guardhouse to exchange a contractor pass with their identification documents. The card must be displayed at all times. **Lost and Damaged cards are chargeable at \$20.00 per card.**

- 4.9 The contractor shall ensure that they do not engage any illegal workers. Any illegal workers found shall be handed over to the police. The Management Corporation shall reserves the rights to deduct/retain the deposit accordingly.
- 4.10 Contractors are required to sign in and out on the checklist before and after the workers.
- 4.11 Only Firemen's lift and staircases are allowed to be used for carrying out deliveries / removals. Packing and crating materials must be removed and disposed off from the condominium on the same day as they are being brought in.
- 4.12 The contractors carrying out loading / unloading works must ensure that the common areas such as interior of the lifts including the floor, ceiling and walls, common corridor etc., are not being scratched or damaged. Cost for making good any damage to the common area, building or equipment caused by the delivery works or removal works will be borne by the resident and/or contractors concerned.
- 4.13 Passenger lifts are not allowed to be used for transportation. The contractors found using passenger lifts will be asked to stop work.
- 4.14 Resident must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal works.
- 4.15 Resident shall be responsible for the conduct and behaviour of their appointed contractors.
- 4.16 Residents shall be held responsible for any damages to the common property caused by themselves and / or by their appointed workers. Such damages shall be made good to the satisfaction of the Management Corporation within 7 days, failing which the Management Corporation shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management Corporation right to recover the remaining costs from the contractors. Otherwise, the deposit is refundable, free of interest, upon completion of the repair works carried out to the satisfaction of the Management Corporation. The deposit of \$500.00 shall be refunded free from interest subject to any deduction by the Management at its absolute discretion for any costs incurred to remedy any damage caused to the common property by the resident / contractor and debris left behind.

5.0 UNDERTAKING BY RESIDENT & CONTRACTOR:

I / We have read, understand and will ensure compliance to the terms and conditions regulating the moving in / out and bulk delivery.

Signature of Resident:

Date:

Signature of Contractor / Company Stamp:

Date:

REFUND OF DEPOSIT

I, _____ hereby acknowledged receipt of \$ _____ Cash/Cheque No. : _____

Signature / Company Stamp:

Date: